

# SIXTH ANNUAL REPORT

OF THE

## CIVIL SERVICE COMMISSIONERS

OF

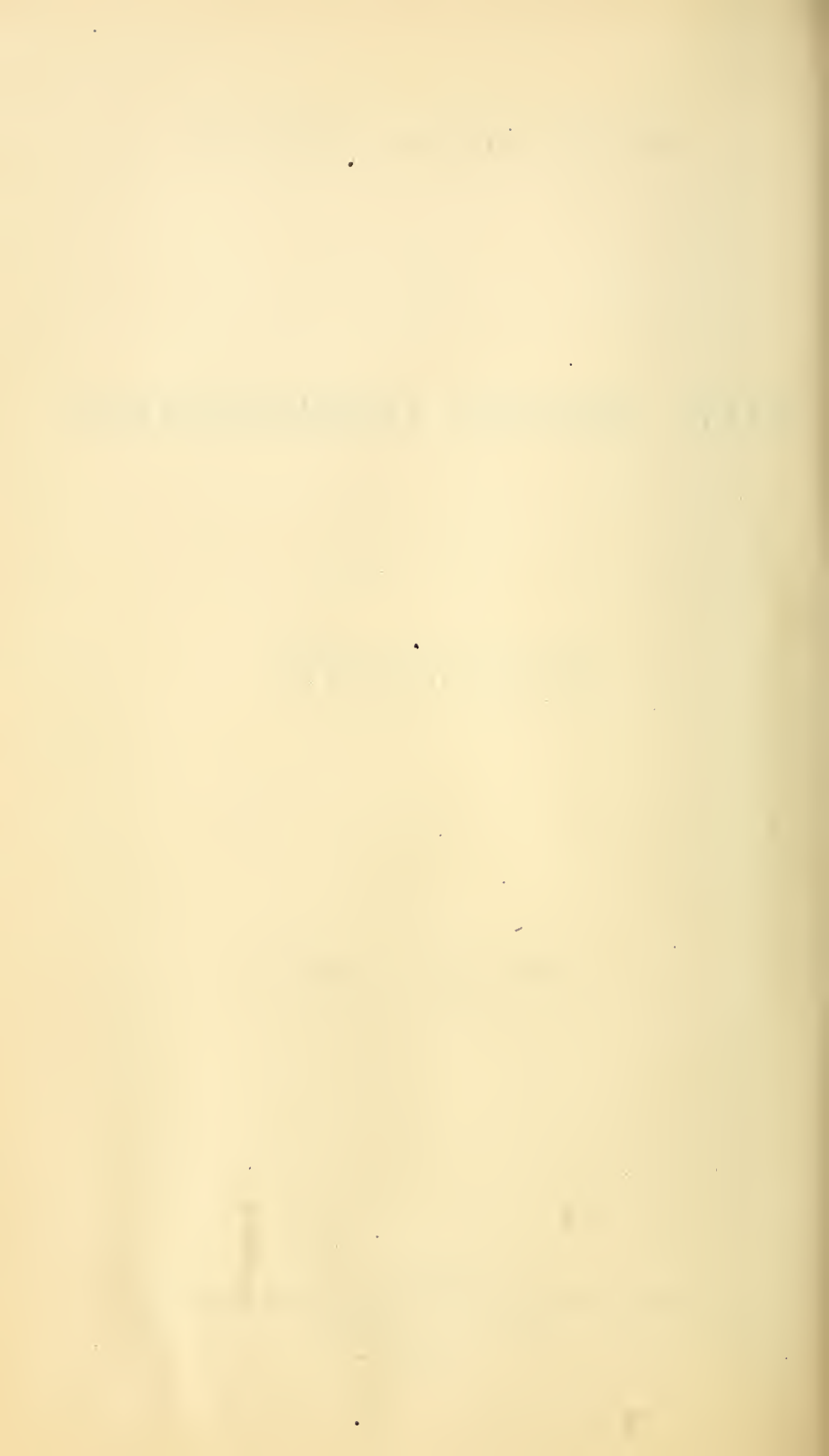
## MASSACHUSETTS.

---

JANUARY 10, 1890.

---

BOSTON:  
WRIGHT & POTTER PRINTING CO., STATE PRINTERS,  
18 POST OFFICE SQUARE.  
1890.



# CONTENTS.

---

	PAGE
REPORT, . . . . .	5
Amendments, . . . . .	5
Appointments, . . . . .	5
Cambridge Labor Service, . . . . .	7
Classification, . . . . .	8
Examinations, . . . . .	5, 9
Labor Service, . . . . .	6-7
Suggestions of Legislation, . . . . .	11
Conclusion, . . . . .	11
APPENDIX, . . . . .	15
Application and Examination Papers, . . . . .	105
Civil Service Law and Amendments, . . . . .	39-48
Classified Offices, . . . . .	67
Forms for Appointing Officers, . . . . .	145
General Regulations, . . . . .	76
Officers of the Department, and Examiners, . . . . .	97
Report of Chief Examiner and Secretary, . . . . .	15
Report of Registration Clerk, . . . . .	28
Rules, . . . . .	49
Rulings, . . . . .	90
Special Instructions to Examiners, . . . . .	140
Special Regulations, . . . . .	86
Veterans' Exemption Law, . . . . .	45





## Commonwealth of Massachusetts.

---

*To the Honorable the Senate and House of Representatives in General Court assembled.*

Under the provisions of section 2 of chapter 320 of the Acts of 1884, the Civil Service Commissioners have the honor to submit their Sixth Annual Report, including the period from Dec. 1, 1888, to Dec. 1, 1889.

At the expiration of his term of office, in July, Francis A. Osborn, the chairman of the commissioners, declined reappointment as commissioner, and Edward P. Wilbur of Boston was appointed his successor, and qualified July 6, 1889. Upon the reorganization of the commissioners, July 9, Mr. Russell was elected chairman.\*

During the year, in the first division, there have been held in the various cities 139 examinations, of which 68 were competitive and 71 non-competitive. Of this number, 12 were for the Commonwealth service, 67 were for the city of Boston, and 60 were for the service of the other cities. The whole number of persons examined was 1,483, of which number 1,016 passed the examinations. Of this number, 989 had had a common-school education, and 27 had attended college.

The number appointed to office in the first division, after examination, was 385; and, in addition, 86 veterans of the

---

\* At a meeting of the commissioners, held July 9, 1889, the following resolution was adopted:—

“The commissioners take the occasion of their reorganization to place upon their records an expression of appreciation of the services of their retiring chairman, Gen. Francis A. Osborn. His executive ability and experience, sound judgment and absolute impartiality, made his service of great benefit to the commission, and proved the practicability of the system established by the Civil Service Act.”

War of the Rebellion were appointed without examination, under the Veteran Exemption Act of 1887. Of the persons appointed after examination, 347 were men and 38 were women. The average age of those who passed and of those who failed to pass the examinations is nearly the same, — about thirty-five years.

A detailed report of all examinations and appointments has been made by the secretary and chief examiner, and will be found in the appendix.

The work of the year has been progressive and successful. The commissioners have had the cordial support of the Governor and Council, and the Legislature; and their work has met the approval of appointing officers, who, now that the system is thoroughly understood, quite generally acknowledge its relief to them, its justice to applicants for office and its benefit to the public service. There has been during the year no necessity of resorting to the courts to construe the law or the rules, or to enforce their provisions. There has been no complaint by any applicant of any unfairness in the conduct of any examination, or in the marking of his papers. There has been a general and growing tendency on the part of appointing officers to make appointments from the highest on the certified list, as by so doing they avoid importunity and criticism. During the five years of the enforcement of the system there have been 6,748 persons examined, of whom 4,717 passed and 1,782 have been appointed. As the removals have been very few, and an infinitesimally small number for cause, the commissioners can report that, at the present time, in nearly one-half the subordinate offices of Massachusetts and her cities, the people have for their public servants persons who have passed the examination, been certified from the top of the eligible lists, and, so far as the commissioners know, have been appointed to office without regard to political or religious belief or influence.

#### THE LABOR SERVICE OF BOSTON.

By reason of the inclusion in the labor service, under amendment of the rules approved Sept. 19, 1889, of all "mechanics" as well as "laborers," the labor service has

been extended to the mechanics in the bridge and architect's departments, as well as in other city departments. During the year, 189 requisitions were received from the departments of the city of Boston, upon which 1,950 men were certified, of which number 1,024 were certified under requisitions calling for men under forty or forty-five years of age, showing a growing desire for strong, able-bodied employees. The labor of the city requires workmen, and not politicians; and the tendency of the departments to call for the physically strongest men indicates that, under the present system, regard is paid rather to the necessities of the labor to be performed than to the abilities of the city's employees in the field of politics. There have been 2,287 men registered during the year, including the men restored to the list after proper discharge of their work; of these, 10 were removed from the list for various causes. Of those certified, 905 were employed, of whom 126 were veterans. Of those employed, only three-tenths of one per cent. were discharged for cause; last year the percentage was three-fifths of one per cent. There were on the rolls of this office, December 1, 3,400 men. The infrequency of changes during the past five years, especially in the departments employing large numbers of men, is the best evidence of the efficiency of those certified under the civil service rules. A table, showing in detail the employment and discharge of men during this period, has been prepared by the registration clerk, and will be found in the appendix.

#### LABOR SERVICE OF CAMBRIDGE.

The rules were applied to the labor service of Cambridge March 1, 1889. At that time there were 432 men on the labor rolls of that city. During the nine months since that time 11 requisitions have been received, upon which 128 certifications were made. Some of the men certified failed to respond, so that only 42 appointments have been made, of whom 10 were veterans. The registration clerk for Cambridge reports that "the system is appreciated, and the working of the office is satisfactory;" and he acknowledges "the uniform courtesy and consideration" he has received "from the heads of the various departments." The expense

of the system to the city of Cambridge to Jan. 1, 1890 (including the cost of record books, which will last for some years), will be \$278.62. At a proportionately small expense the system can be extended to any city of the Commonwealth willing to appropriate the sum necessary for its proper enforcement.

#### CLASSIFICATION OF THE SERVICE.

There has been during the year no change in the classification of the service, except as required by chapter 352 of the Acts of 1889. Owing to some accidents in the handling of steam by some of the janitors of public schools in Boston, the school committee petitioned the Legislature for an act compelling the commissioners to include, in the classified service, engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston. The Legislature so provided by this act. Pursuant to its requirements, the commissioners prepared rules which were approved August 28, and went into effect November 1, providing a new class under Schedule B, Class 8, in the revised rules, VI., including this class of public employees. As, in some cases of small school buildings and rooms, men or women are employed at small pay, the service requiring but a portion of their time, the commissioners considered it improbable that a satisfactory competition for the position could be procured; and they therefore provided by rule (new Rule XXXVIII. of the revised rules), that, where the compensation of any person in Class 8 is at a rate not exceeding \$300 a year, the commissioners may in their discretion allow appointment without examination; provided, however, that no person so appointed shall be transferred or promoted to a position under this rule where the compensation is at a rate of more than \$300 a year, or receive greater compensation for the care of any one school building than at said rate, unless duly certified for appointment after competitive examination. When the petition of the school committee came before the committee on education, and afterwards in the Legislature, a feeling was manifested that the proposed act was too narrow in its scope, and should be made broad enough to include school janitors in all the



cities. At present the commissioners feel that they have not the necessary appropriation or machinery to justify such an extension of the classified service. The classification may be extended to include all these employees in the future.

No change has been made by rule in the qualifications of applicants, except in two respects. In the fire department of Boston, at the request of the fire commissioners, the minimum of height was raised from five feet four inches to five feet six inches, and the minimum of weight from one hundred and twenty to one hundred and thirty pounds. The change was made by amendment to the rules, approved August 28, and is now reported in Rule X. of the revised rules. By former rule, one year's previous residence in the city where employment was sought was required. In response to a general feeling that the rule required too long a residence, the commissioners, in the revision of the rules, have provided that a residence of six months shall be sufficient. By this change the qualification of residence in the Commonwealth and in any city is made the same as the qualification for voting.

#### EXAMINATIONS.

During the year the commissioners have taken care to make every examination as practical as possible, and have confined the questions to such as would prove the qualifications of the applicant for the special duties of the office sought. Rule XVI. provided that general examinations should be limited to certain specified subjects. The object of the rule was to limit the discretion of the commissioners in determining upon what subjects the applicant should be examined. It was, however, found to be misleading, as applicants considered that the specification of certain subjects meant that they were to be examined upon all of them. As the rule named subjects upon which no applicant is examined, such as geography and history, instead of being regarded as a limitation upon the discretion of the commissioners, it was regarded as a requirement on the part of appli-

cants. It seemed, therefore, to the commissioners, better to leave to them the designation of subjects of examination, trusting to their discretion as each case arose, than to attempt to define by rule the different subjects. Any general definition of such subjects will only lead applicants to believe that they will be examined in all the subjects named, and not merely in certain of them. The commissioners, therefore, substituted for the old rule a rule providing that the subjects of examination may be designated from time to time, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought. This rule, now clause 1 of revised Rule XXI., merely formulates the practice of the commissioners for the last four years, and prevents any misunderstanding regarding the examinations.

#### REVISION OF THE RULES.

The civil service rules were prepared in 1884. Since then, experience in their application has led to annual amendment. These additional rules were both amendatory of the original rules, and, in some cases, repealed or materially changed them. As all rules are subject to the approval of the Governor and Council, the commissioners have been obliged each year to continue to publish the original rules in the form in which they were approved, together with the amendments. The result has been confusing and misleading to applicants for office and appointing officers. Repealed and changed rules had to be printed side by side with the amendments. To remedy this defect, and make clearer the system established by the rules, the commissioners during the year prepared a careful revision of all rules, leaving out what had been repealed, and putting in proper and more convenient order what had been provided by the changes in the rules. The revision was simply to codify the former rules, and made no substantial change in them, other than those to which reference has been made above. The revised rules were approved by the Governor and Council November 27, and, having been duly published, will take

effect March 1, 1890. They are published in the appendix. The revision of the rules made necessary a revision of the regulations. This has been made, and the new regulations, to take effect at the same time, are also reported in the appendix.

#### SUGGESTION OF LEGISLATION.

The commissioners earnestly renew the suggestion of last year, — that a general act be passed, providing that the tenure of police officers in all the cities shall be during good behavior. This is the law in Boston and in eighteen other cities. In the cities of Lynn, Taunton, Salem, Newburyport, Fitchburg and Northampton, annual appointment or reappointment is required. This system seriously interferes with the efficiency and discipline of the police force, and affects to some extent the proper and desired operation of the Civil Service Act. The civil service rules allow reappointment of the old officers without examination, and oblige the appointment of new men from the eligible list. Notwithstanding these provisions, it often happens that faithful and efficient officers fail of reappointment, on account of their refusal to use their official or personal influence to aid the election of the successful candidate for mayor. Every municipal election induces the police officers to participate, because their tenure of office may depend upon the result. Officers are put in a state of anxiety over the election, and the discipline of the department cannot fail to be affected. Another evil of the system of annual appointment is, that under it men qualified to make efficient and valuable officers are unwilling to make application and give up private employment, when they cannot be assured of more than a year of official service. As permanent tenure until removal for cause is the rule in more than three-quarters of our cities, the commissioners suggest that the time has come for a general uniform law applying the system to all our cities. This will avoid the necessity of special legislation for each city, and put the police service of all upon the same basis.

In conclusion, the commissioners acknowledge the valua-

ble and successful services of the civil service examiners throughout the Commonwealth. Much of the practical work of the system is in their hands, and to them is largely due the credit for the success which has attended the examinations during the past year.

CHAS. THEO. RUSSELL, JR.,  
ARTHUR LORD,  
EDWARD P. WILBUR,

*Civil Service Commissioners.*



---

---

## APPENDIX.

---

---



# APPENDIX.

## EXAMINATIONS AND APPOINTMENTS.

From Dec. 1, 1888, to Nov. 30, 1889, inclusive, there were held in Boston, for the State and city services, seventy-nine examinations, as follows:—

### COMPETITIVE EXAMINATIONS.

For State clerical service, . . . . .	2
Boston clerical service, . . . . .	2
State Prison service, . . . . .	2
Boston prison service, . . . . .	2
Boston fire service, . . . . .	4
Boston police service, . . . . .	2
Boston police promotion, . . . . .	2
Boston draw-tenders and assistant draw-tenders, . . . . .	1
Boston foremen and sub-foremen, . . . . .	1
Boston inspection service, . . . . .	1
Boston school janitor service, . . . . .	1
—	20

### NON-COMPETITIVE EXAMINATIONS.

For State clerical service, . . . . .	6
State clerical promotion, . . . . .	1
Boston clerical service, . . . . .	6
Boston clerical promotion, . . . . .	1
State Prison service, . . . . .	1
Boston prison service, . . . . .	25
Boston fire service, . . . . .	8
Boston fire promotion, . . . . .	10
Boston police promotion, . . . . .	1
—	59

There have been held sixty examinations for original appointments and promotions in the clerical, police, foreman, inspection and prison services of cities other than Boston, as follows:—

Cambridge, . . . . . 4	Lowell, . . . . . 4	Salem, . . . . . 3
Chelsea, . . . . . 4	Lynn, . . . . . 3	Somerville, . . . . . 4
Fall River, . . . . . 1	Malden, . . . . . 2	Springfield, . . . . . 4
Fitchburg, . . . . . 2	New Bedford, . . . . . 6	Taunton, . . . . . 3
Haverhill, . . . . . 2	Newton, . . . . . 4	Waltham, . . . . . 4
Holyoke, . . . . . 3	Northampton, . . . . . 1	Woburn, . . . . . 1
Lawrence, . . . . . 1	Quincy, . . . . . 1	Worcester, . . . . . 3
		— 60

The whole number of persons\* examined for original appointments and promotions in the first division is as follows : —

For clerical service, . . . . .	341
clerical promotion, . . . . .	3
prison service, . . . . .	109
fire service, . . . . .	278
fire promotion, . . . . .	10
police service, . . . . .	467
police promotion, . . . . .	70
draw-tenders and assistant draw-tenders, . . . . .	22
foremen and sub-foremen service, . . . . .	57
inspection service, . . . . .	105
school janitor service, . . . . .	21
	— 1,483

The whole number passed is as follows : —

For clerical service, 229, or 67.16 per cent. of those examined.

For clerical promotion, 3, or 100 per cent. of those examined.

For prison service, 86, or 78.9 per cent. of those examined.

For fire service, 160, or 57.56 per cent. of those examined.

For fire promotion, 10, or 100 per cent. of those examined.

For draw-tenders and assistant draw-tenders, 14, or 63.64 per cent. of those examined.

For foremen and sub-foremen service, 33, or 58 per cent. of those examined.

For inspection service, 80, or 76.2 per cent. of those examined.

For school janitor service, 13, or 62 per cent. of those examined.

The whole number appointed from those examined is as follows : —

In the clerical service, . . . . .	71
By promotion in the clerical service, . . . . .	2
In the prison service, . . . . .	43
In the fire service, . . . . .	81
By promotion in the fire service, . . . . .	10
In the police service, . . . . .	141
By promotion in the police service, . . . . .	10
In the draw-tenders service, . . . . .	1
In the foremen and sub-foremen service, . . . . .	17
In the inspection service, . . . . .	9
	— 385

The whole number of unexamined veterans appointed is as follows : —

In the clerical service, . . . . .	16
In the prison service, . . . . .	11
In the police service, . . . . .	38
In the draw-tenders service, . . . . .	5
In the foremen and sub-foremen service, . . . . .	8
In the inspection service, . . . . .	8
	— 86

The average age of all the persons examined is about thirty-six years.

Of the 1,016 persons who passed the examinations, 27 were college educated.

Of the 180 original male appointments from persons examined in those branches of the service where veterans of the war are not debarred on account of age, 11, or a little over 6 per cent., are of veterans.

The whole number of veterans who passed examinations for original appointment is 21; the whole number of original appointments of examined veterans is 11, or at the rate of 52.39 per cent. of those who passed.

The whole number of veterans examined for original appointments and promotions is 43; the whole number passed is 28, or 65.12 per cent. of those examined.

There have been 12 original appointments and promotions of veterans, or at the rate of 42.86 per cent. of those who passed.

Following are the figures on which this statement is based:—

## COMMONWEALTH SERVICE.

	NUMBER OF EXAMINATIONS.		NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service, . . . . .	2	6	37	4	98	12	2	74	9	1	16	29.18	47.	25.82	26.24	54.	24.87	82	6	50	1
State clerical promotion, . . . . .	-	1	-	-	1	-	-	1	-	-	-	-	-	27.	-	-	-	1	-	-	-
State prison service, . . . . .	2	1	39	2	-	33	2	-	7	1	-	30.47	54.	-	33.83	-	-	35	-	6	-
	4	8	76	6	99	45	4	75	16	2	16	29.83	50.5	26.41	30.04	54.	24.87	118	6	56	1
	12		181			124			34			35.58			36.30			124		57	

## BOSTON SERVICE.

Boston clerical service, . . . . .	2	6	52	2	50	28	2	28	7	-	1	29.68	52.	21.	33.04	-	22.91	53	5	43	3
Boston clerical promotion, . . . . .	-	1	1	-	-	1	-	-	1	-	-	30.	-	-	-	-	-	1	-	-	-
Boston prison service, . . . . .	2	25	63	4	-	48	2	-	32	2	-	31.09	51.5	-	34.53	44.	-	50	-	17	-
Boston fire service, . . . . .	4	8	278	-	-	160	-	-	81	-	-	25.41	-	-	25.26	-	-	160	-	118	-
Boston fire promotion, . . . . .	-	10	10	-	-	10	-	-	10	-	-	34.6	-	-	-	-	-	10	-	-	-
Boston police service, . . . . .	2	-	133	-	-	84	-	-	65	-	-	25.66	-	-	25.73	-	-	84	-	49	-

Boston police promotion,	2	1	60	8	-	54	7	-	7	1	-	-	36.93	44.71	-	40.67	44.	-	61	-	7	-
Draw-tenders and assistant draw-tenders,	1	-	20	2	-	12	2	-	1	-	-	-	5	34.42	46.	43.75	-	-	14	-	8	-
Foremen and sub-foremen,	1	-	30	3	-	10	2	-	5	1	-	-	7	39.1	44.	42.45	40.	-	12	-	21	-
Boston inspection service,	1	-	58	2	-	48	1	-	6	-	-	-	7	34.	45.	35.7	47.	-	47	2	11	-
Boston school janitor service,	1	-	21	-	-	13	-	-	-	-	-	-	-	40.46	-	43.87	-	-	13	-	8	-
	16	51	726	21	50	468	16	28	215	4	1	36	32.85	47.20	21.	36.11	43.75	22.91	505	7	282	3
	67			797			512		220			36		33.68			34.26		512		285	

## CLERICAL, FOREMAN, INSPECTION AND PRISON SERVICES, CITIES OTHER THAN BOSTON.

	NUMBER OF EXAMINATIONS.		NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.			
Cambridge, clerical, . . . . .	1	1	1	—	7	—	—	7	—	—	2	1	—	—	51.	—	—	1	—	Common School.	College.
Chelsea, clerical, . . . . .	1	—	—	—	3	—	—	3	—	—	3	—	—	—	26.33	—	—	—	—	—	—
Chelsea, foreman, . . . . .	—	1	1	—	—	1	—	—	1	—	—	—	35.	—	—	—	—	—	—	—	—
Chelsea, prison, . . . . .	—	1	1	—	—	1	—	—	1	—	—	1	41.	—	—	—	—	—	—	—	—
Fitchburg, clerical, . . . . .	1	—	—	—	5	—	—	5	—	—	—	—	—	—	23.4	—	—	—	—	—	—
Holyoke, clerical, . . . . .	1	—	2	—	1	1	—	1	—	—	—	—	19.	—	—	27.	—	—	2	—	1
Holyoke, inspection, . . . . .	1	—	1	1	—	1	—	—	—	—	—	—	59.	—	—	—	45.	—	1	—	1
Lowell, clerical, . . . . .	1	1	14	—	5	6	—	5	9	—	1	2	26.	—	24.4	32.	—	—	7	4	6
Lowell, inspection, . . . . .	1	—	10	1	—	10	—	—	1	—	—	—	32.7	—	—	—	55.	—	9	1	1
Lynn, foreman, . . . . .	1	—	3	1	—	3	1	—	—	—	—	—	32.33	55.	—	—	—	4	—	—	—
Lynn, inspection, . . . . .	1	—	2	1	—	1	1	—	—	—	—	1	28.	48.	—	57.	—	—	2	—	1
Malden, clerical, . . . . .	1	—	—	1	2	—	1	2	—	—	1	—	—	45.	—	—	—	—	3	—	—
New Bedford, clerical, . . . . .	1	1	4	—	2	3	—	2	1	—	1	—	28.67	—	20.	22.	—	—	4	1	1
New Bedford, foreman, . . . . .	1	—	6	—	—	5	—	—	5	—	—	1	32.	—	—	20.	—	—	5	—	1



New Bedford, inspection, . . . . .	1	-	7	3	-	1	1	-	1	-	-	29.	45.	-	39.16	58.5	-	-	2
Newton, clerical, . . . . .	1	1	3	-	15	3	-	15	1	-	4	-	28.	-	-	-	18	-	-
Newton, foreman, . . . . .	1	-	6	-	-	6	-	-	1	-	-	-	36.5	-	-	-	6	-	-
Salem, clerical, . . . . .	1	-	2	-	1	1	-	1	-	-	-	-	51.	22.	58.	-	2	1	-
Somerville, clerical, . . . . .	1	1	1	-	5	1	-	5	2	-	1	-	39.	21.2	-	-	3	3	-
Springfield, clerical, . . . . .	-	1	-	-	1	-	-	1	-	1	-	-	-	22.	-	-	1	-	-
Springfield, clerical promotion, . . . . .	-	1	-	-	1	-	-	1	-	1	-	-	-	33.	-	-	1	-	-
Springfield, foreman, . . . . .	1	-	7	-	-	5	-	-	4	-	-	-	48.8	-	41.5	-	5	2	-
Taunton, clerical, . . . . .	1	1	1	-	1	1	-	1	1	-	1	-	43.	-	-	-	1	1	-
Waltham, clerical, . . . . .	2	-	8	-	-	7	-	-	3	-	2	-	34.	-	65.	-	6	1	1
Worcester, clerical, . . . . .	1	-	-	-	13	-	-	11	-	-	3	-	-	21.64	-	25.	11	-	2
Worcester, inspection, . . . . .	1	-	19	-	-	16	-	-	1	-	-	-	27.81	-	27.33	-	15	1	-
	23	10	99	8	62	73	4	60	31	1	21	6	35.31	48.15	39.99	52.83	123	14	28
	33		169			137			53			6	35.49		39.27		137		32



[illegible]

## SUMMARY.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.		
	Competitive.	Non-competitive.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.	
State clerical service, . . . . .	2	6		37	4	98	12	2	74	9	1	16	29.18	47.	25.82	26.24	54.	24.87	82	6	50	1	
State clerical promotion, . . . . .	-	1		-	-	1	-	-	1	-	-	-	-	-	27.	-	-	-	1	-	-	-	
Boston clerical service, . . . . .	2	6		52	2	50	28	2	28	7	-	1	29.68	52.	21.	33.04	-	22.91	53	5	43	3	
Boston clerical promotion, . . . . .	-	1		1	-	-	1	-	-	1	-	-	30.	-	-	-	-	-	1	-	-	-	
Other cities, clerical service, . . . . .	14	7		36	1	61	23	1	59	17	-	20	33.58	45.	22.43	42.5	-	25.	73	10	13	2	
Other cities, clerical promotion, . . . . .	-	1		-	-	1	-	-	1	-	-	1	-	-	33.	-	-	-	1	-	-	-	
State Prison service, . . . . .	2	1		39	2	-	33	2	-	7	1	-	30.47	54.	-	33.83	-	-	35	-	6	-	
Boston prison service, . . . . .	2	25		63	4	-	48	2	-	32	2	-	31.09	51.5	-	34.53	44.	-	50	-	17	-	
Other cities, prison service, . . . . .	-	1		1	-	-	1	-	-	1	-	-	41.	-	-	-	-	-	1	-	-	-	
Boston fire service, . . . . .	4	8		278	-	-	160	-	-	81	-	-	25.41	-	-	25.26	-	-	160	-	118	-	
Boston fire promotion, . . . . .	-	10		10	-	-	10	-	-	10	-	-	34.6	-	-	-	-	-	10	-	-	-	
Boston police promotion, . . . . .	2	-		133	-	-	84	-	-	65	-	-	25.66	-	-	25.73	-	-	84	-	49	-	
Other cities, police promotion, . . . . .	2	1		60	8	-	54	7	-	7	1	-	36.93	44 71	-	40.67	44.	-	61	-	7	-	
Other cities, police service, . . . . .	25	-		326	8	-	237	4	-	71	5	-	29.94	46.25	-	31.2	40.75	-	241	-	93	-	

[illegible]

## NON-COMPETITIVE EXAMINATIONS.

There have been held fifty-five non-competitive examinations for original appointments, as follows : —

Two stenographers and type-writers for State service, there being no persons on the eligible list willing to accept the positions at the salary paid.

One book-keeper for State service, there being no person on the list willing to accept the position at the salary paid.

One archive clerk in the office of the Secretary of the Commonwealth, there being no person on the eligible list possessing the special qualifications required.

One chief clerk to the Metropolitan Sewerage Commission, there being no person on the eligible list possessing the special qualifications required.

One inspector for service in the department of the State Board of Health, there being no person on the eligible list possessing the special qualifications required.

One watchman for employment at the Lyman School for Boys, there being no person on the eligible list willing to accept the place at the salary paid.

Five special agents on pollution for service in the water department of Boston, there being no persons on the eligible list possessing the special qualifications required in the office.

One stenographer and law clerk for service in the office of the Corporation Counsel of Boston, there being no person on the eligible list possessing the special qualifications required.

Twenty-five watchmen for Boston service. In each case there was no suitable eligible list of persons willing to accept the office at the salary paid.

Two marine engineers for the fire department of Boston, there being no marine engineers on the eligible list.

Six call firemen for Boston service. In each case there were no persons on the eligible list willing to accept the appointment, and comply with the rules of the fire department in regard to living and working in the district.

One assistant inspector of milk in Cambridge, there being no eligible list for that service.

One clerk for service in Lowell, there being no eligible list.

One clerk for service in New Bedford, there being no eligible list of persons possessing the special qualifications required for the office.

One stenographer and type-writer for service in Newton, there being no eligible list.

One clerk for service in Somerville, there being no person on the eligible list willing to accept the office at the salary paid.

One clerk for service in Springfield, there being no eligible list.

One clerk for service in Taunton, there being no eligible list.

One foreman and one watchman in Chelsea, there being no eligible list of applicants for either office.

Respectfully submitted,

WARREN P. DUDLEY,

*Secretary.*

HENRY SHERWIN,

*Chief Examiner.*



### LABOR SERVICE IN BOSTON.

---

During the year ending Nov. 30, 1889, 189 requisitions for mechanics and laborers were received from the several departments of the city of Boston. There were 1,950 certifications made, and of this number 1,024, or 52.51 per cent. of the whole number, were made in response to requisitions which specified a limit of age; that is to say, of the 1,024 strong, able-bodied men certified, 494 were required to be not over forty years of age, and 530 not over forty-five years of age. Certifications have also been made from those residing in specially named districts of the city, according to the requirements of the several departments.

The table of discharges accompanying this report shows that, of the whole number of mechanics and laborers employed by the city during the past year, only three-tenths of one per cent. were discharged for bad habits. A detailed statement will be found in the accompanying tables. In addition to this report will be found a table of comparisons which shows that during the past four years and eight months 8,822 skilled and unskilled laborers have been certified to the several departments of the city of Boston; and from this number 4,864, or 55.13 per cent., have been employed.

Whole number of applications received,	.	.	.	.	.	2,287
Number of names restored from register of 1885,	.	.	.	.	10	
“ “ “ “ “ 1886,	.	.	.	.	12	
“ “ “ “ “ 1887,	.	.	.	.	142	
“ “ “ “ “ 1888,	.	.	.	.	1,397	
Applicants registered during 1889,	.	.	.	.	726	
					<hr/>	2,287
Number of applications withdrawn and dropped	} Veterans, 1					
from the register during the year (for various						
causes), . . . . .						Others, 9
						<hr/>



# LABOR SERVICE IN BOSTON.

29

Whole number of persons registered, . . . . .	2,277
Number registered with credit as veterans, . . . . .	452
"    "    without credit as veterans, . . . . .	1,825
	<hr/>
	2,277
Percentage of those registered having credit as veterans, . . . . .	19.85
"    "    "    not having credit as veterans, . . . . .	80.15
Number of persons certified once, . . . . .	1,271 = 1,271
"    "    "    twice, . . . . .	256 = 512
"    "    "    three times, . . . . .	44 = 132
"    "    "    four times, . . . . .	6 = 24
"    "    "    five times, . . . . .	1 = 5
"    "    "    six times, . . . . .	1 = 6
	<hr/>
Whole number of persons certified, . . . . .	1,579
"    "    certifications, . . . . .	<hr/>
	1,950
Number of registered veterans certified, . . . . .	268
"    "    "    not certified, . . . . .	184
	<hr/>
	452
Number of persons (not veterans) certified, . . . . .	1,311
"    "    "    not certified, . . . . .	514
	<hr/>
	1,825
	<hr/>
	2,277
Of whole number of certifications there were,	
of veterans, . . . . .	300, or 15.38 per cent.
Of whole number of certifications there were,	
of others, . . . . .	1,650, or 84.62
Percentage of registered veterans certified, . . . . .	59.29
"    others (not veterans) certified, . . . . .	71.84
Number of persons employed, veterans, . . . . .	126
"    "    "    others, . . . . .	779
	<hr/>
	905
Percentage employed of veterans certified, . . . . .	42.00
"    "    others (not veterans) certified, . . . . .	47.21
"    "    veterans registered, . . . . .	27.88
"    "    others (not veterans) registered, . . . . .	42.68
Percentage employed of whole number certified (including those certified more than once, . . . . .	46.41

## RECAPITULATION.

DEPARTMENTS.	Requisitions.	Number called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Added and re-stored by Commissioners.	Number on Roll Dec. 1, 1888.	Whole Number on Department Rolls to Dec. 1, 1889.	Number dropped from the Rolls.	Number at present on Department Rolls.
			Veterans.	Others.		Veterans.	Others.						
Paving,	42	133	26	189	215	22	107	129	3	659	791	52	739
Water,	12	22	3	32	35	3	17	20	5	646	671	83	588
Health,	23	32	20	43	63	10	16	26	1	574	601	37	564
Common and squares,	16	199	15	326	341	9	199	208	1	116	325	142	183
Bridge,	12	39	21	54	75	9	37	46	1	7*	53	1	52
Sewer,	36	440	140	700	840	35	280	315	4	758	1,077	665	412
Park,	9	123	30	214	244	8	94	102	2	484	588	65	523
Lamp,	20	20	21	3	24	19	2	21	—	156	177	20	157
East Boston Ferry,	10	27	20	26	46	10	8	18	17	100	135	13	122
Mt. Hope Cemetery,	5	25	4	46	50	1	10	11	—	46	57	3	54
Engineers,	3	10	—	16	16	—	8	8	—	—	8	3	5
Public institutions,	1	1	—	1	1	—	1	1	—	—	1	—	1
	189	1,071	300	1,650	1,950	126	779	905	33	3,546	4,484	1,084	3,400

\* Number returned when the department was classified Jan. 1, 1889.

## DISCHARGES.

DEPARTMENTS.			Lack of Work.	Resigned and Withdraw.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Total discharged.
Paving,	.	.	1	14	4	11	17	5	52
Water,	.	.	4	53	2	8	9	7	83
Health,	.	.	-	25	1	2	9	-	37
Common and squares,	.	.	139	2	-	-	1	-	142
Bridge,	.	.	-	-	-	1	-	-	1
Sewer,	.	.	524	99	3	28	3	8	665
Park, .	.	.	-	39	2	16	8	-	65
Lamp,	.	.	3	3	2	10	2	-	20
East Boston Ferry,	.	.	11	1	-	1	-	-	13
Mt. Hope Cemetery,	.	.	1	2	-	-	-	-	3
Engineers, .	.	.	2	1	-	-	-	-	3
			685	239	14	77	49	20	1,084

## NOT CERTIFIED.

REGISTERED.	Veterans.	Others.	Total.
Aids, . . . . .	—	2	2
Blacksmiths and helpers, tool sharpeners, .	1	8	9
Carpenters (sewer, house and ship) and bracers, . . . . .	3	20	23
Coppersmiths, . . . . .	1	1	2
Deck hands and firemen, . . . . .	17	21	38
Drillers and ledgemen, . . . . .	—	6	6
Gardeners and pruners, . . . . .	—	2	2
Gas fitters, . . . . .	1	—	1
Harness makers and cleaners, . . . . .	—	1	1
Horseshoers, . . . . .	1	3	4
Lamp lighters, . . . . .	41	42	83
Machinists, . . . . .	1	10	11
Masons (stone, brick and sewer), . . . .	2	7	9
Measurers, . . . . .	2	2	4
Painters and glaziers, . . . . .	12	4	16
Pavers, patch pavers and curbstone setters,	1	7	8
Plumbers and helpers, . . . . .	—	11	11
Quartermasters, . . . . .	—	4	4
Riggers, . . . . .	1	2	3
Stablemen and hostlers, . . . . .	2	5	7
Stone cutters, . . . . .	2	9	11
Teamsters and drivers, . . . . .	4	11	15
Tinsmiths, . . . . .	—	1	1
Watchmen, yardmen and tool keepers, . .	45	8	53
Wharfingers, . . . . .	—	3	3
Paving department, . . . . .	14	67	81
Water department, . . . . .	1	14	15
Health department, . . . . .	16	92	108
Bridge department, . . . . .	2	3	5
Park department, . . . . .	8	19	27
Engineer's department, . . . . .	—	1	1
Common laborers, . . . . .	6	128	134
	184	514	698

TABLE OF COMPARISONS.

DEPARTMENTS.	Returned as actually in City's Employ when Department was classified.	NUMBER OF MEN CALLED FOR.					NUMBER OF MEN CERTIFIED.					NUMBER OF MEN EMPLOYED, INCLUDING THOSE ADDED BY COMMISSIONERS, AND SKILLED LABOR ADDED MARCH 1, 1889.				
		1885.	1886.	1887.	1888.	1889.	1885.	1886.	1887.	1888.	1889.	1885.	1886.	1887.	1888.	1889.
Paving, . . . . .	1,253	-	41	84	12	133	-	81	164	23	215	3	142	67	25	132
Water, . . . . .	470	242	234	479	173	22	483	468	956	331	35	257	300	485	173	25
Health, . . . . .	515	14	38	87	75	32	28	77	168	146	63	10	66	79	62	27
Common and squares, . . . . .	99	53	107	41	109	199	48	191	73	176	341	45	120	31	90	209
Bridge, . . . . .	7	-	-	-	-	39	-	-	-	-	75	-	-	-	-	46
Sewer (including the main drainage), . . . . .	133	110	74	207	646	440	167	130	402	1,200	840	121	111	199	505	319
Park, . . . . .	194	65	-	553	33	123	120	-	1,095	54	244	45	25	710	30	104
Lamp, . . . . .	143	25	3	12	13	20	28	6	25	17	24	9	10	11	15	21
East Boston Ferry, . . . . .	51	-	6	16	20	27	-	12	32	36	46	-	35	10	14	35
Mt. Hope Cemetery, . . . . .	50	-	12	10	9	25	-	24	22	15	50	-	12	13	13	11
Cedar Grove Cemetery, . . . . .	23	-	10	27	-	-	-	20	54	-	-	-	6	17	-	-
Engineers, . . . . .	-	-	-	-	-	10	-	-	-	-	16	-	-	-	-	8
Public institutions, . . . . .	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1
		509	525	1,516	1,090	1,071	874	1,009	2,991	1,998	1,950	490	827	1,622	987	938

TABLE OF COMPARISONS — CONCLUDED.

DEPARTMENTS.	NUMBER OF MEN DISCHARGED.				NUMBER OF MEN ON THE ROLL AT THE CLOSE OF THE YEAR.					Total certified in Five Years.	Total employed in Five Years.	Total discharged in Five Years.	
	NUMBER OF MEN DISCHARGED.				NUMBER OF MEN ON THE ROLL AT THE CLOSE OF THE YEAR.								
	1885.	1886.	1888.	1888.	1889.	1885.	1886.	1887.	1888.				1889.
Paving, . . . . .	345	305	121	60	52	911	748	694	659	739	483	369	883
Water, . . . . .	226	190	471	152	83	501	611	625	646	588	2,273	1,240	1,122
Health, . . . . .	24	35	48	51	37	501	532	563	574	564	482	244	195
Common and squares, . . . . .	56	118	32	63	142	88	90	89	116	183	829	495	411
Bridge, . . . . .	-	-	-	-	1	-	-	-	-	52	75	46	1
Sewer (including the main drainage), . . . . .	32	34	132	173	665	222	299	366	758	412	2,739	1,315	1,036
Park, . . . . .	89	40	267	124	65	150	135	578	484	523	1,513	914	585
Lamp, . . . . .	6	8	8	10	20	146	148	151	156	157	100	66	52
East Boston Ferry, . . . . .	4	5	1	-	13	47	77	86	100	122	126	94	23
Mt. Hope Cemetery, . . . . .	19	5	18	-	3	31	38	33	46	54	111	49	45
Cedar Grove Cemetery, . . . . .	8	6	18	-	-	15	15	14	-	-	74	23	32
Engineer's, . . . . .	-	-	-	-	3	-	-	-	-	5	16	8	3
Public institutions, . . . . .	-	-	-	-	-	-	-	-	-	1	1	1	-
	809	746	1,116	633	1,084	2,612	2,693	3,199	3,539	3,400	8,822	4,864	4,388

## LABOR SERVICE IN CAMBRIDGE.

March 1, 1889, the civil service rules were applied to the selection of mechanics and laborers for the several departments of the city of Cambridge; and, from a report submitted by Mr. Charles S. Lincoln, registration clerk, it appears that, at the date mentioned, there were returned as actually in the employ of the city 432 skilled and unskilled laborers.

During the nine months ending Nov. 30, 1889, 11 requisitions were received and 128 certifications made. A detailed statement follows:—

Whole number of applications received, . . . . .	143
Whole number registered, . . . . .	143
Number registered with credit as veterans, . . . . .	18
“ “ without credit as veterans, . . . . .	125
	<hr/> 143
Percentage of those registered having credit as veterans, . . . . .	12.59
“ “ “ not having credit as veterans, . . . . .	87.41
Number of persons certified once, . . . . .	91 = 91
“ “ “ twice, . . . . .	17 = 34
“ “ “ three times, . . . . .	1 = 3
	<hr/>
Whole number of persons certified, . . . . .	109
“ “ certifications, . . . . .	<hr/> 128
Number of registered veterans certified, . . . . .	18
Number of persons (not veterans) certified, . . . . .	91
“ “ “ not certified, . . . . .	34
	<hr/> 125
	<hr/> 143

Of whole number of certifications there were,  
of veterans, . . . . . 31, or 24.22 per cent  
Of whole number of certifications there were,  
of others, . . . . . 97, or 75.78 per cent

Percentage of registered veterans certified,	. . . .	100.00
“ others (not veterans) certified,	. . . .	72.80
Number of persons employed, veterans,	. . . .	10
“ “ “ others,	. . . .	32
		<hr/> 42
Percentage employed of veterans certified,	. . . .	32.26
“ “ others (not veterans) certified,	. . . .	32.99
“ “ veterans registered,	. . . .	55.55
“ “ others (not veterans) registered,	. . . .	25.60
Percentage employed of whole number certified (including those certified more than once),	. . . .	32.81



## RECAPITULATION.

DEPARTMENTS.	Requisitions.	Number called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Number on Roll March 1, 1889.	Whole Number on Department Rolls to Dec. 1, 1889.	Number dropped from the Rolls.	Number at present on Department Rolls.
			Veterans.	Others.		Veterans.	Others.					
Street, . . . . .	4	33	14	84	98	6	26	32	164	196	5	191
Water works, . . . . .	4	13	14	10	24	3	4	7	84	91	8	83
Sewer, . . . . .	1	1	-	2	2	-	1	1	102	103	3	100
Cemetery, . . . . .	-	-	-	-	-	-	-	-	34	34	4	30
Alms-house, . . . . .	1	1	2	-	2	1	-	1	36	37	-	37
Lamp, . . . . .	1	1	1	1	2	-	1	1	12	13	1	12
	11	49	31	97	128	10	32	42	432	474	21	453

## DISCHARGES.

DEPARTMENTS.	Lack of Work.	Resigned or withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Total discharged.
Street, . . .	1	1	1	1	1	-	5
Water works, . .	5	2	-	-	-	1	8
Sewer, . . .	-	3	-	-	-	-	3
Cemetery, . . .	-	2	1	-	1	-	4
Almshouse, . . .	-	-	-	-	-	-	-
Lamp, . . .	-	-	1	-	-	-	1
	6	8	3	1	2	1	21

## NOT CERTIFIED.

REGISTERED.	Veterans.	Others.	Total.
Bracers, . . . . .	-	1	1
Ledgemen, . . . . .	-	1	1
Pavers, . . . . .	-	1	1
Teamsters, . . . . .	-	4	4
Watchmen, . . . . .	-	1	1
Common laborers, . . . . .	-	26	26
	-	34	34

Respectfully submitted,

GEORGE H. JOHNSON,

*Registration Clerk.*

**Commonwealth of Massachusetts.**

[Chapter 320, Acts of 1884.]

**AN ACT TO IMPROVE THE CIVIL SERVICE OF THE COMMONWEALTH  
AND THE CITIES THEREOF.***Be it enacted, etc., as follows :*

SECTION 1. The governor shall with the advice and consent of the council appoint three persons to be civil service commissioners, who shall serve, one until the expiration of three years, one until the expiration of two years, and one until the expiration of one year, from the first day of July in the year eighteen hundred and eighty-four, and until their respective successors are appointed and qualified ; and in the year eighteen hundred and eighty-five and in every year thereafter, the governor shall, in May or June, in like manner appoint one person to serve as such commissioner for three years from the first Monday in the July then next ensuing, and until his successor is appointed and qualified. Any vacancy in the office of commissioner shall be filled for the unexpired term by appointment as above provided. All appointments, both original and to fill vacancies, shall be so made that not more than two commissioners shall, at the time of any appointment, be members of the same political party. The governor may also, with the advice and consent of the council, remove any commissioner. Each commissioner shall be paid five dollars for each day's service, and his traveling and other necessary expenses in the discharge of his official duty.

SECT. 2. The said commissioners shall prepare rules not inconsistent with existing laws or with the provisions of this act, and adapted to carry out the purposes thereof, for the selection of persons to fill offices in the government of the Commonwealth and of the several cities thereof, which are required to be filled by appointment, and for the selection of persons to be employed as laborers or otherwise in the service of the Commonwealth and of the several cities thereof. All rules so prepared shall be subject to the approval of the governor and council,

and they may, with like approval, be from time to time altered or rescinded. The said commissioners shall supervise the administration of the rules so established; they shall from time to time suggest to the general court such legislation as may seem to them to be desirable for the efficient carrying out of the principles of this act, and for the improvement of the civil service; and they shall, on or before the tenth day of January in every year, report to the general court their doings during the preceding year, including any rules adopted under the provisions of this section.

SECT. 3. No person habitually using intoxicating beverages to excess shall be appointed to, or retained in any office, appointment or employment to which the provisions of this act are applicable; nor shall any vender of intoxicating liquor be so appointed or retained.

Amended c. 334,  
Acts of 1888.  
See page 46.

SECT. 4. No person shall be appointed to or employed in any office to which the provisions of this act are applicable within one year after his conviction of any offence against the laws of this Commonwealth; [and if any person holding such an appointment or in any such employment shall be convicted of the violation of any such law, he shall be immediately discharged from such appointment or employment].

SECT. 5. No recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator, member of the house of representatives, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any appointment under this act.

SECT. 6. No councillor, senator, representative, alderman or councilman, or any officer or employee of either of said bodies, and no executive or judicial officer of the state, and no clerk or employee of any department or branch of the government of the state, and no executive officer, clerk or employee of any department of any city government shall personally, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not be construed to forbid such persons to be members of political organizations or committees.

SECT. 7. No person shall, in any room or building occupied for the discharge of official duties by any officer or employee of the state or any city thereof, solicit in any manner whatever, or

receive, any contribution of money or any other thing of value for any political purpose whatever.

SECT. 8. No officer or employee of the state, or any city thereof, shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

SECT. 9. No officer, clerk or other person in the service of the state or any city thereof shall, directly or indirectly, give or hand over to any other officer, clerk or person in said service, or to any councillor, senator, member of the house of representatives, alderman, councilman, or commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SECT. 10. No person in the service of the state or any city thereof, shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

SECT. 11. No person in the public service shall for that reason be under any obligation to contribute to any political fund or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

SECT. 12. No person while holding any public office or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated), in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

SECT. 13. No city in the Commonwealth shall pay any bill incurred by any official or officials thereof for wines, liquors or cigars; nor shall any city pay any bill for refreshments furnished to any official of said city where the amount for any one day shall exceed one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.



SECT. 14. The rules mentioned in section two may be made from time to time, and may be given a general or a limited application, and they shall, among other things, provide:—

*First*, For the classification of the offices and employments to be filled.

*Second*, For open competitive and other examinations by which to test applicants for office, or for employment, as to their practical fitness to discharge the duties of the positions which they desire to fill.

*Third*, For the filling of vacancies in offices in accordance with the results of such examinations and for the selection of persons for public employment in accordance with such results, or by order of application, or otherwise, as may seem most desirable to carry out the provisions of this act.

*Fourth*, For promotions in office on the basis of ascertained merit and seniority in service and examination as may seem desirable. (In all cases where it is practicable vacancies shall be filled by promotion.)

*Fifth*, For a period of probation before an appointment or employment is made permanent.

*Sixth*, For giving preference in appointments to office and promotions in office (other qualifications being equal) to applicants who served in the army or navy of the United States in time of war and have been honorably discharged therefrom.

Amended c. 473,  
Acts of 1889.  
See page 48.

SECT. 15. Elective or judicial officers and officers whose appointment is subject to confirmation by the executive council, a city council or a school committee, heads of any principal department in a city, officers for the faithful discharge of whose duties a superior officer is required to give bond, teachers of the public schools, the private secretary of the governor or of the mayor of any city shall not be affected, as to their election or selection, by any rules made as aforesaid; but such rules shall apply to members of the police and fire departments other than police and fire commissioners, chief superintendents and marshals of police departments, and chief engineers of fire departments.

Amended c. 352,  
Acts of 1889.  
See page 48.

SECT. 16. No question in any examination under the rules established as aforesaid shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by

such opinions or affiliations. Such examinations shall be practical in their character, and so far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined, to discharge the duties of the service into which they seek to be appointed. The examination of applicants for employment as laborers shall relate to their capacity for labor, their habits as to industry and sobriety, and the necessities of themselves and their families.

SECT. 17. Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts "under oath" on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

Words in quotation marks inserted by amendment c. 183, Acts of 1889. See page 47.

SECT. 18. No person in the public service shall wilfully and corruptly, by himself or in coöperation with one or more other persons, defeat, deceive, or obstruct any person in respect of his or her right of examination; or wilfully, corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representations concerning the same or concerning the person examined; or wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

[SECT. 19. All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city, and the same shall be published in one or more newspapers in each city, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.]

Amended c. 253, Acts of 1888. See page 46.

SECT. 20. The said commissioners may appoint a chief examiner, who shall, under their direction, superintend any examination under this act, and shall perform such other duties as they may prescribe. Such chief examiner shall receive a

Amended c. 177 and 351, Acts of 1889. See pages 45 and 47.



salary of [twenty-five hundred] three thousand dollars a year, and shall be paid his necessary travelling expenses incurred in the discharge of his official duty. They may also employ a secretary, at a salary not exceeding [twelve hundred] two thousand dollars a year. They may designate persons in the official service of the Commonwealth, or of any city, who shall, with the consent of the head of department or office in which any such person serves, act in any examination held under this act. But no person shall serve as examiner of candidates for office, under the provisions of this act, when any relative or connection by marriage, within the degree of first cousin, shall be an applicant. The said commissioners may also incur such expense, not exceeding fifteen hundred dollars a year, as may be proper for printing and stationery and other incidental matters.

SECT. 21. The said commissioners shall be provided, under the direction of the governor and council, with an office, properly furnished, in the state house or Commonwealth building, suitable for the performance of the duties imposed by this act.

SECT. 22. The name and residence of every person appointed, employed or promoted to or in any position coming within the rules established as herein provided, except laborers, together with the name or description of such position and the subsequent rejection or discharge of every such person, shall forthwith be reported to the said commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

SECT. 23. The said commissioners shall keep records of all their proceedings and of all examinations made by them or under their authority, and all recommendations of applicants for office received by said commissioners or either of them, or by any officer having authority to make appointments to office or to employ laborers, or others coming within the scope of the rules established as aforesaid, shall be kept and preserved, and all such records and recommendations shall, subject to such reasonable regulations as may be approved by the governor and council, be open to public inspection.

SECT. 24. Whoever, after a rule has been duly established and published according to the provisions of this act, makes an appointment to office or selects a person for employment contrary to the provisions of such rule, or wilfully refuses or

neglects otherwise to comply with or to conform to the provisions of this act, or violates any of such provisions, shall be liable to a penalty of not less than one hundred nor more than one thousand dollars for each offence. [*Approved June 3, 1884.*]

---

### Commonwealth of Massachusetts.

[Chapter 437, Acts of 1887.]

AN ACT GIVING PREFERENCE IN APPOINTMENTS TO OFFICE TO  
HONORABLY DISCHARGED SOLDIERS AND SAILORS WITHOUT  
CIVIL SERVICE EXAMINATIONS.

*Be it enacted, etc., as follows:*

SECTION 1. All persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom, may be preferred for appointment to office or employment in the service of the Commonwealth, or the cities thereof, without having passed any examination provided for by chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, or by the rules of the civil service commission made under the provisions of said act. Age, loss of limb or other physical impairment, which shall not in fact incapacitate, shall not be deemed cause to disqualify under this act. But nothing herein contained shall be construed to prevent such persons from making application for such examination, or from taking such examination, provided they are entitled to do so under the rules of said commission.

SECT. 2. This act shall take effect upon its passage. [*Approved June 16, 1887.*]

---

### Commonwealth of Massachusetts.

[Chapter 177, Acts of 1889.]

AN ACT TO ESTABLISH THE SALARY OF THE SECRETARY OF THE  
CIVIL SERVICE COMMISSION.

*Be it enacted, etc., as follows:*

SECTION 1. The salary of the secretary of the civil service commission shall be two thousand dollars a year, to be so allowed from the first day of January in the year eighteen

hundred and eighty-nine, and at the same rate for any portion of the year.

SECT. 2. This act shall take effect upon its passage. [*Approved March 28, 1889.*]

---

### Commonwealth of Massachusetts.

[Chapter 253, Acts of 1888.]

AN ACT TO AMEND AN ACT TO IMPROVE THE CIVIL SERVICE OF THE COMMONWEALTH AND THE CITIES THEREOF.

*Be it enacted, etc., as follows:*

SECTION 1. Section nineteen of chapter three hundred and twenty of the acts of the year one thousand eight hundred and eighty-four is hereby amended to read as follows:—*Section 19.* All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city to which such rules or changes therein relate, and the same shall be published in one or more newspapers, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.

SECT. 2. This act shall take effect upon its passage. [*Approved April 20, 1888.*]

---

### Commonwealth of Massachusetts.

[Chapter 334, Acts of 1888.]

AN ACT RELATIVE TO THE DISCHARGE OF PERSONS APPOINTED UNDER THE CIVIL SERVICE LAW.

*Be it enacted, etc., as follows:*

Section four of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four is hereby amended by striking out the last clause thereof, so that as amended said section shall read as follows:—*Section 4.* No person shall be appointed to, or employed in, any office to which the provisions of this act are applicable, within one year after his conviction of any offence against the laws of this Commonwealth. [*Approved May 15, 1888.*]

## Commonwealth of Massachusetts.

[Chapter 183, Acts of 1889.]

### AN ACT TO AMEND AN ACT TO IMPROVE THE CIVIL SERVICE OF THE COMMONWEALTH AND THE CITIES THEREOF.

*Be it enacted, etc., as follows:*

SECTION 1. Section seventeen of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four is hereby amended by inserting after the word "facts" in the third line of said section the words:—under oath,—so that as amended said section shall read as follows:—*Section 17.* Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts under oath on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

SECT. 2. This act shall take effect upon its passage. [*Approved March 29, 1889.*]

---

## Commonwealth of Massachusetts.

[Chapter 351, Acts of 1889.]

### AN ACT TO ESTABLISH THE SALARY OF THE CHIEF EXAMINER OF THE CIVIL SERVICE COMMISSION.

*Be it enacted, etc., as follows:*

SECTION 1. The salary of the chief examiner of the civil service commission, beginning with the first day of January in the year eighteen hundred and eighty-nine, shall be three thousand dollars a year.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*]

## Commonwealth of Massachusetts.

[Chapter 352, Acts of 1889.]

AN ACT PLACING ENGINEERS AND OTHERS HAVING CHARGE OF  
STEAM BOILERS IN SCHOOL BUILDINGS IN THE CITY OF BOSTON  
UNDER CIVIL SERVICE RULES.

*Be it enacted, etc., as follows:*

SECTION 1. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled, An Act to improve the civil service of the Commonwealth and the cities thereof, and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*]

## Commonwealth of Massachusetts.

[Chapter 473, Acts of 1889.]

AN ACT TO GIVE HONORABLY DISCHARGED SOLDIERS AND SAILORS  
PREFERENCE IN APPOINTMENTS TO OFFICE UNDER CIVIL SERVICE  
RULES.

*Be it enacted, etc., as follows:*

SECTION 1. In all cases of certification for appointment of examined persons under the civil service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war and been honorably discharged therefrom shall be appointed in preference to other persons certified who have not a higher standing on the eligible list.

SECT. 2. This act shall take effect upon its passage. [*Approved June 7, 1889.*]



## THE CIVIL SERVICE RULES

OF THE

COMMONWEALTH OF MASSACHUSETTS AND THE CITIES  
THEREOF.

---

In accordance with the provisions of chapter 320 of the Acts of the year 1884, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of the several cities thereof, and for the employment of laborers in such cities; and all rules heretofore prepared and approved are hereby rescinded.

## RULE I.

Subject only to the qualifications required to be ascertained in accordance with these rules, the power of appointment and the responsibility of selection are in all cases in the appointing officer or board. The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules.

Appointments  
and removals,  
responsibility  
for.

## RULE II.

The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner and local boards of examiners, and for carrying out the provisions of these rules.

Regulations for  
carrying out  
rules.

## RULE III.

1. For the purpose of making examinations of applicants, the commissioners will designate qualified persons to be members of boards of examiners, and may at any time substitute another person in place of any one so selected.
2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to

Commissioners  
to designate  
boards of  
examiners.

Experts to aid  
examiners in  
certain cases.

aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

#### RULE IV.

Commissioners  
to apply to  
local authorities  
for temporary  
quarters, etc.

In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

---

### CLASSIFICATION OF THE SERVICE.

#### RULE V.

Classification,  
two divisions.

The offices and places to be filled under these rules shall be classified in two divisions; the first to be known as "The Official Service of the Commonwealth and the several cities thereof;" the second as "The Labor Service."

### FIRST DIVISION.

#### RULE VI.

First division,  
two Schedules,  
A and B.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

#### *Schedule A.*

Schedule A to  
include clerical  
service, etc.

2. Schedule A shall include clerks, and other persons of whatever designation, rendering service as copyists, recorders, book-keepers, agents, or any clerical, recording, or similar service in the Commonwealth or the several cities, and designated as the "Clerical Service" of the Commonwealth, or of a certain city. There shall be three classes in Schedule A, namely:—

Class 1. Persons, other than those included in class 3, whose annual compensation is at a rate less than eight hundred dollars.

Class 2. Persons, other than those included in class 3, whose annual compensation is at the rate of eight hundred dollars and over.



- Class 3. Persons who, while included in Schedule A, by reason of their rendering a limited amount of clerical service, are employed in positions which require special knowledge of duties not clerical, and for which such special knowledge constitutes the chief qualification.

*Schedule B.*

3. Schedule B shall include the following classes : —

- Class 1. Turnkeys, watchmen, drivers of prison wagons, and all others doing police duty in the prisons, houses of detention, reformatories and in all other public institutions and departments of the Commonwealth and the several cities, not included in classes 3 and 4 of Schedule B ; also, watchmen, gatemen and guards in the public parks and ferries.
- Class 2. All members of the regular, permanent substitute and call forces of the fire department in the city of Boston.
- Class 3. The district police, and all persons doing police duty, either permanently or temporarily, in and for, and paid by, any city of the Commonwealth except the city of Boston.
- Class 4. All members of the regular and reserve police forces in the city of Boston.
- Class 5. Draw-tenders and assistant draw-tenders of bridges in the cities of the Commonwealth.
- Class 6. Foremen and sub-foremen of laborers in the cities of the Commonwealth.
- Class 7. Inspectors of work, and all persons under whatever designation doing inspection service not included in Schedule A.
- Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

QUALIFICATIONS.

RULE VII.

1. Applicants for appointment to any position in the service of the Commonwealth, to which these rules apply, must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application.

State service,  
residence of  
applicants.

But this restriction shall not apply to positions in which special expert knowledge is required.

City service,  
residence of  
applicants.

2. Applicants for appointment in the service of a city must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek service for six months next preceding the date of their application, except where special qualifications are required, and the appointing officer requests in writing that the examination be open to persons who are not citizens or residents.

#### RULE VIII.

Disqualifica-  
tions for ap-  
pointment. §§ 3,  
4, c. 320, 1884.

No application for appointment will be received from any vender of intoxicating liquor, or any person habitually using intoxicating beverages to excess ; or any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth.

#### RULE IX.

Moral  
character.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list.

Burden of  
proof.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application.

Failure to prove  
good character.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list ; and proof at any time produced to the commissioners of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles.

Applicant  
entitled to  
a hearing.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action.

#### RULE X.

Requirements  
as to age, height  
and weight.

1. In Schedule A there is no requirement as to age, height and weight.

2. In Schedule B there shall be the following requirements of age, height and weight: —

- a. In class 1 (the prison service) there is no requirement as to age, height and weight.
- b. In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet six inches in height and weigh not less than one hundred and thirty pounds; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age.
- c. In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than twenty-two nor over fifty-five years of age at the time of filing the application; *provided, however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class applicants must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.
- d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-two nor over thirty years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.
- e. In all other classes in Schedule B there is no requirement as to age, height or weight.

## APPLICATION.

## RULE XI.

Applications,  
how made.

1. Application for admission to examinations in the first division may be made at any time, and shall be on blanks in a form prescribed by the commissioners. Applications for appointment to positions in the service of the Commonwealth, and of the city of Boston, may be filed in the office of the commissioners in Boston; applications for appointment to positions in the service of cities other than Boston may be filed with the local board of examiners in the city where service is sought, or at such other place as the commissioners may hereafter designate.

Form of  
applications.

2. Each applicant for examination must state, on oath, and in his or her own handwriting: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health, and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment, and residence, for the previous five years. 9. Education. 10. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

## RULE XII.

Veterans.

1. The word "veteran" in this rule shall mean a person who served in the army or navy of the United States in the time of the war of the rebellion, and was honorably discharged therefrom.

Veterans under  
ch. 437, Acts of  
1887, to file ap-  
plication.

2. Any veteran desiring, under chapter 437 of the Acts of 1887, appointment to office or employment in the service classified under the Civil Service Rules, without having passed any examination provided for therein, shall file an application for such appointment, stating, on oath: (1) his full name, residence, and post-office address; (2) the office he seeks; (3) that he desires appointment without having passed any examination provided for by the Civil Service Act or the rules thereunder; (4) his service in the army or navy of the United States in the time of the war of the rebellion, and discharge therefrom; (5) that he has not suffered loss of limb, or other physical impairment, which incapacitates; (6) his citizenship; (7) that he does not habitually use intoxicating beverages to excess,

and is not a vender of intoxicating liquor; (8) that he has not within one year been convicted of any offence against the laws of this Commonwealth.

Such application must be supported by certificates that the applicant has all the qualifications required by law of veterans. Such application, if for an office or employment in the service of the Commonwealth or of the city of Boston, shall be filed in the office of the commissioners in Boston; if for an office or employment in the service of any city other than Boston, it shall be filed with the local board of examiners in such city.

Application to be supported by certificates.

### RULE XIII.

Every application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe. But no recommendation which may be given by any Senator, member of the House of Representatives, alderman or councilman, except as to the character or residence of the applicant, can be received or considered by any person concerned in making any appointment under these rules.

Applications must be supported by certificates.

Recommendations not received from certain legislators. § 5, c. 320, 1884.

### RULE XIV.

No application from the same person will be received for appointment or employment in more than one of the schedules or classes of the Civil Service as herein designated; but this shall not apply to persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom.

Application for more than one class.

### RULE XV.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge during probation or thereafter.

Effect of false statements.

### RULE XVI.

Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows

Defective applications returned.



that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

#### RULE XVII.

The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their names are entered; *provided*, that persons who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall have precedence in such notification.

#### RULE XVIII.

In class 2, Schedule B (the fire department of Boston), applications shall be received only for appointment to the "call force" and the "permanent substitute force." Permanent substitutes may be appointed in the regular force without further examination or certification, *provided* they have served as permanent substitutes at least six months.

#### RULE XIX.

Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier; *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his application.

### EXAMINATION.

#### RULE XX.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Reception of applications and notice to applicants.

Fire department of Boston, — applications, etc.

May file new application.

Examinations, character, notice of.

Political or religious opinions not to influence appointments. § 16, c. 320, 1834.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

Time and place  
of examination.

#### RULE XXI.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought.

Subjects of  
examination  
designated.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

How graded.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than sixty-five per centum of complete proficiency in such of the subjects of the examination as may be designated by the commissioners.

Must obtain  
sixty-five per  
cent.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive. The application for, and notice of, the special examinations, the records thereof, and the certification of those found competent, shall be such as the commissioners may prescribe.

Examinations  
where special  
skill and experi-  
ence are re-  
quired.

#### RULE XXII.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them.

Physical  
examinations.

2. The examination to test the physical soundness of applicants for appointment in classes 2, 3 and 4, Schedule B, fire and police forces, shall be made by the surgeon-general, or one of the medical examiners, if for the service of the Commonwealth; and by the city physician, or the physician employed by the department which the applicant seeks to enter, if for city service. And the result of such examination shall be certified on blanks furnished by the commissioners, in form approved by the surgeon-general of the Commonwealth. No one who fails to pass such examination shall be eligible for appointment.

By whom made.



Additional  
physical  
examination.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be appointed by the commissioners, and the result shall be recorded upon blanks provided for the purpose.

#### RULE XXIII.

Eligibles not  
admitted to  
examination.

No person, while remaining eligible on any register, shall be admitted to a new examination, except in special cases where the office to be filled requires special qualifications.

#### ELIGIBLE LIST.

#### RULE XXIV.

When exam-  
ined, applicants  
shall be graded.

1. Those examined shall be marked and graded according to their excellence, as shown by their examination, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

Veterans  
eligible without  
examination.

2. Every applicant, under chapter 437 of the Acts of 1887, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Eligible one  
year.

3. No person shall remain eligible more than one year upon any register, unless he shall so request; in which case, under such regulations as the commissioners may make, his name may, without further examination, be continued upon the eligible list for a second year.

#### RULE XXV.

Persons exam-  
ined may have  
a certificate.

The commissioners may give to any person examined a certificate of his or her marking.

#### REQUISITION AND CERTIFICATION.

#### RULE XXVI.

Requisition.

Whenever there is a vacancy to be filled in the classified service, the appointing officer or power shall make requisition upon the commissioners for the names of eligible persons.

## RULE XXVII.

Whenever any officer or board having the power of appointment to any office or employment under these rules shall make requisition, the commissioners shall certify to him the names of the three most eligible persons on the proper register, indicating any of them who have served in the military or naval service of the United States in time of war, and been honorably discharged therefrom.

Certification of eligible persons.

## RULE XXVIII.

Whenever the commissioners are notified that proficiency in any special subject is needed in the position to be filled, they may certify the names of three persons on the eligible list having the highest standing (not being below the minimum of sixty-five) in such special subject.

Certification of specialists.

## RULE XXIX.

1. No person on any register shall be certified more than three times for the same office, except upon the request in writing of the appointing officer; *provided, however*, if the office requires special or expert qualifications, persons may, in the discretion of the commissioners, be certified more than three times.

No person to be certified more than three times, except, etc.

2. Clause 1 of this rule shall not apply to veteran soldiers or sailors; and it shall not apply to persons other than such veterans, when certified for appointment with a veteran of equal or higher standing, or with one who receives the appointment, though not within the number of those entitled by reason of examination to be certified.

## RULE XXX.

When an appointing officer in his requisition shall so request, the name of any veteran soldier or sailor standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veteran soldiers or sailors, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

Requisition for veterans.

## RULE XXXI.

Sex.

In case the requisition for certification, or any law or regulation, shall call for persons of one sex, those of that sex shall be certified ; otherwise, sex shall be disregarded in certification.

## RULE XXXII.

Certification of  
additional  
names.

If it is shown that any person certified is unsuitable for the position to be filled, the commissioners may certify an additional name ; but in every such case the reason for so doing shall be stated in such certification.

## APPOINTMENT.

## RULE XXXIII.

No permanent  
appointment  
without exami-  
nation.

No person shall be appointed to any office or employment in the first division except in the manner provided by these rules.

## RULE XXXIV.

Substitutes,  
specials and su-  
pernumeraries.

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, except the reserve police and permanent substitute forces of the city of Boston, shall be appointed to any permanent position without requisition and due certification for such position.

## RULE XXXV.

Selection from  
those certified.

1. From the names certified the appointing power shall make a selection to fill the vacant place, subject, however, to the provisions of the following clause, giving preference in appointments to certain persons.

Army and navy  
preference.

2. In all cases of certification for appointment of examined persons under the Civil Service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall be appointed in preference to other persons certified who have not a higher standing on the eligible list ; and persons thus preferred shall not be disqualified from holding a position in the Civil Service on account of any physical disability, *provided* such disability does not render them incompetent to perform the duties.

3. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such verbal inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection.

Appointing officer to be furnished with examination papers, etc.

#### RULE XXXVI.

In case the office requires such special qualifications that the commissioners certify that they are unable to comply with the requisition, they may, in their discretion, allow a provisional appointment, which may continue until a list of eligibles is obtained by examination, or they may authorize the appointing power to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment; *provided, however*, that, whenever practicable, a competitive examination of applicants for the office shall be held.

Provisional appointment.

#### RULE XXXVII.

1. Every original appointment or employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the appointing power, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

Original appointments shall be for a probationary period.

2. The officer under whom any probationer shall serve shall carefully observe the quality and value of the service rendered by him, and shall report in writing to the appointing power the facts observed by such officer, showing the service, character and qualifications of such probationer, and such report shall be preserved on file, subject to inspection by the commissioners.

Record of probationers to be kept.

#### RULE XXXVIII.

Where the compensation of any person in class 8, of Schedule B, engineers, janitors, etc., of school buildings in Boston, is at a rate not exceeding three hundred dollars a

Appointment in Schedule B, class 8.

year, the commissioners may in their discretion allow appointment without examination; *provided, however*, that no person so appointed shall be transferred or promoted to a position under this rule where the compensation is at a rate of more than three hundred dollars a year, or receive greater compensation for the care of any one school building than at said rate, unless duly certified for appointment after competitive examination.

#### RULE XXXIX.

Commissioners  
to be notified of  
person selected,  
etc.

Every person having the power of appointment to, or employment in, any position in the first division, shall, within ten days, give notice in writing to the commissioners of the name and place of residence of any person appointed or employed in such position, of the rejection of any such person during or after probation, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

#### REAPPOINTMENT.

##### RULE XL.

Reappointment,  
no examination  
for.

1. No examination shall be required upon a reappointment of any person to the same office.

Reinstatement  
of persons dis-  
missed.

2. Any person appointed to, or employed in, any position in the first division of the classified service, after due certification for the same under these rules, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service at the same office, within one year next following such dismissal or separation.

#### TEMPORARY SERVICE.

##### RULE XLI.

No person shall  
be appointed for  
temporary ser-  
vice, unless  
regularly certi-  
fied, except, etc.

1. Appointments for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than thirty days, and no reappointment or employment of the same person, or of another to the same position at the end of



such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

2. If for any sufficient reason it shall be impracticable to certify the names of persons who have passed a competitive examination in due season for any appointment or employment in any position in the first division, the commissioners may provide for a provisional appointment by non-competitive examination or otherwise.

Provisional appointments in certain cases.

## TRANSFER.

### RULE XLII.

Transfer within the classified service without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions; *provided, however*, that no person shall be transferred from class 3 of Schedule A, clerical offices requiring special qualifications, who has never passed a competitive examination under the rules, which entitles him to be placed on an eligible list for the position to which he desires transfer.

Transfer without examination.

Police officers may be transferred from one place to another, under section 11, chapter 28, of the Public Statutes, without examination or notice to the commissioners.

## PROMOTION.

### RULE XLIII.

1. In class 4, Schedule B (the regular police force of the city of Boston), appointments, except to the lowest grade, shall be made by promotion, as herein provided.

Boston police promotions.

2. If, in the judgment of the appointing power, there be none in the lower grades qualified to perform the duties in such vacant positions, such positions may be filled by competitive examination, under these rules.

3. Promotions shall be made by successive grades. In case of vacancy in any position, it shall be filled by a selection from the next inferior grade, if there be any person in such grade qualified for promotion; and if there be no such person, then the promotion shall be made by selection from the next inferior grade, and so on until all the inferior grades are exhausted.

Promotions shall be based on merit.

4. No person in said class shall be promoted without passing an appropriate examination under the rules. Promotion in said class will, in all cases, be based upon the positive merit of the person promoted, and upon his superior qualifications.

Promotions in other cases.

5. In all other cases appointment by promotion shall not be subject to these rules; *provided, however*, that the provisions of clause 3 of this rule shall apply thereto; and *provided, further*, that no person shall be promoted who shall not have served one year in the lower position; and *provided, further*, that, in case the person promoted has never passed an examination under the civil service rules which entitles him to be placed on an eligible list for the position to which he is promoted, he shall pass a non-competitive examination.

## SECOND DIVISION.

### LABOR SERVICE.

#### RULE XLIV.

Schedules C and D to include day laborers and mechanics.

Under the second division of the Civil Service there shall be two schedules, to be known as Schedule C and Schedule D. Schedule C shall include all male laborers and mechanics in the employ of the city of Boston, to be designated as the labor service of the city of Boston. Schedule D shall include all male laborers and mechanics in the employ of each of the other cities of the Commonwealth, to be designated as the labor service of such city. The commissioners may, from time to time, provide for the registration and certification of such employees in any of said cities; and they may, in their discretion, discontinue such registration and certification in any of said cities whenever such city shall fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to



the labor service of such city. Notice of their action in each case shall be certified to the mayor of such city, and shall be published in one or more newspapers therein.

## RULE XLV.

1. Applicants for labor, who produce satisfactory evidence of their capacity for labor and their habits as to industry and sobriety, shall be registered in the order of their application, at such convenient times and place or places as shall be designated by the commissioners. The register shall state the (1) name, (2) age, (3) residence, (4) citizenship, (5) number and relationship of persons depending for support upon the applicant, (6) service in the army or navy in time of war, (7) previous occupation, (8) references, (9) personal description, and such other information as may be required. Laborers, how registered.

2. When the services of laborers are required, the officer or person having the appointment or selection shall notify the commissioners, stating the number of men wanted, kind of labor for which they are wanted, and the time and place of employment; and said commissioners shall thereupon send to the officer or the person making the requisition the names and residences of twice the number of men called for (if the register contains so many), making an impartial selection, giving preference, other qualifications being equal, to those who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, and to those having families depending upon them for support. Requisition.

3. The selection shall be made from the list so furnished, and the names of those employed shall be returned to the commissioners forthwith. At the end of their term of service, the persons so employed may keep their places on the register, upon application to the commissioners and proof that their labor has been satisfactory. Selection.

4. In case the commissioners are unable to fill a requisition for laborers, the fact shall be certified to the officer making the requisition, who shall then make the selection under such regulations as the commissioners may from time to time prescribe.

5. The commissioners may make such regulations as may be necessary to identify the registered applicants, and to preserve a record of their conduct. Regulations.

## MASSACHUSETTS CIVIL SERVICE.

Selection in  
cases of emer-  
gency.

6. In cases of emergency, where the temporary services of a large number of unskilled laborers are required, the officer or person having the appointment shall select by lot, or in such other equitable way as the commissioners may determine, those who present themselves for the immediate service.

## OFFICES NOT INCLUDED IN RULES.

## RULE XLVI.

Applicants for  
offices not  
covered by rules  
may be exam-  
ined.

Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth, or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHAS. THEO. RUSSELL, JR.,  
ARTHUR LORD,  
EDWARD P. WILBUR,

*Civil Service Commissioners.*

November 19, 1889.

In Council, November 27, 1889,

Approved:

HENRY B. PEIRCE,

*Secretary of the Commonwealth.*

A true copy.

Attest:

WARREN P. DUDLEY,

*Secretary of Civil Service Commissioners.*

Due notice was given that the foregoing Civil Service Rules would go into operation on the first day of March, A.D. 1890.

## OFFICES AND POSITIONS

TO WHICH THE FOREGOING RULES APPLY.

## FIRST DIVISION.

## SCHEDULE A.

## Service of the Commonwealth.

- ADJUTANT-GENERAL'S OFFICE: Clerks.
- ARMORY COMMISSIONERS: Clerks.
- ATTORNEY-GENERAL'S OFFICE: Clerks.
- AUDITOR'S OFFICE: Clerks.
- BOARD OF AGRICULTURE: Clerks.
- BOARD OF ARBITRATION: Clerks.
- BOARD OF HEALTH: Clerks, Inspectors.
- BOARD OF LUNACY AND CHARITY: Clerks, Copyists, Stenographers, Inspectors of Emigrants, Visiting Agents, Transportation Officers for In-door Poor.
- BOARD OF RAILROAD COMMISSIONERS: Clerks, Accountants.
- BUREAU OF STATISTICS OF LABOR: Clerks, Travelling Agents.
- CIVIL SERVICE COMMISSION: Secretary, Clerks.
- COMMISSIONERS OF PRISONS: Secretary, Clerks, Agents for the Discharge of Prisoners.
- COMMISSIONER OF PUBLIC RECORDS: Clerks.
- COMMISSIONERS OF SAVINGS BANKS: Clerks.
- COMMISSIONERS OF STATE AID: Clerks.
- CONTROLLER OF COUNTY ACCOUNTS: Clerks.
- DISTRICT POLICE DEPARTMENT: Clerks.
- FOREIGN MORTGAGE COMMISSION: Clerks.
- INSURANCE COMMISSIONER: Clerks.
- LYMAN SCHOOL FOR BOYS, WESTBOROUGH: Clerks.
- MASSACHUSETTS REFORMATORY: Clerks.
- METROPOLITAN SEWERAGE COMMISSION: Clerks.

## Service of the Commonwealth—Concluded.

PROVINCE LAWS COMMISSION: Clerks, Copyists.

REFORMATORY PRISON FOR WOMEN, SHERBORN: Clerks.

SECRETARY OF THE COMMONWEALTH: Clerks.

STATE ALMSHOUSE, TEWKSBURY: Clerks, Store-keeper.

STATE LUNATIC HOSPITAL, DANVERS: Treasurer, Clerks, Store-keeper.

STATE LUNATIC HOSPITAL, TAUNTON: Treasurer, Clerks, Store-keeper.

STATE LUNATIC HOSPITAL AND TEMPORARY ASYLUM FOR CHRONIC INSANE, WORCESTER: Clerks, Copyists, Store-keepers.

STATE PENSION AGENT: Clerks.

STATE PRISON: Clerks.

STATE PRIMARY SCHOOL, MONSON: Clerks.

STATE FARM, BRIDGEWATER: Clerks.

SUPERINTENDENT OF PRISONS: Clerks.

WESTBOROUGH INSANE HOSPITAL: Book-keeper, Clerks.

## City of Boston.

MAYOR'S OFFICE: Book-keeper, Accountant, Clerks. \*

ALMSHOUSE: Deputy Superintendent and Clerk.

AUDITOR'S DEPARTMENT: Clerks.

ASSESSORS' DEPARTMENT: Clerks.

ARCHITECT'S DEPARTMENT: Book-keeper, Clerks, Time-keepers.

BOARD OF REGISTRARS OF VOTERS: Clerks.

BOARD OF STREET COMMISSIONERS: Clerks.

BOARD OF HEALTH: Clerks.

COMMISSIONERS OF PUBLIC INSTITUTIONS: Clerks, Accountant and Agents.

CITY CLERK'S DEPARTMENT: Clerks, Indexers, Copyists, Accountants.

CITY ENGINEER'S DEPARTMENT: Clerks.

CITY HOSPITAL: Clerks, Clerk and Store-keeper.

CLERK OF COMMITTEES DEPARTMENT: Clerks.

COMMON AND PUBLIC GROUNDS: Clerks, Clerk and Designer, Book-keepers.

DEPARTMENT FOR THE SURVEY AND INSPECTION OF BUILDINGS: Clerks, Book-keepers, Copyists.

FIRE DEPARTMENT: Clerks.

FERRIES, EAST BOSTON: Clerks, Passenger Ticket-sellers and Gate Ticket-sellers.

HEALTH DEPARTMENT: Clerks.

**City of Boston — Concluded.**

HOME FOR PAUPERS: Clerks.

HOUSE OF CORRECTION: Clerks.

HOUSE OF INDUSTRY: Clerks.

INSPECTION OF MILK AND VINEGAR: Clerks, Collectors of Samples.

LAW DEPARTMENT: Clerks.

LAMP DEPARTMENT: Clerks.

MOUNT HOPE CEMETERY: Clerks.

MARKET DEPARTMENT: Weigher at City Scales.

OVERSEERS OF THE POOR: Secretary, Book-keepers, Clerks, Visitors, Agents, Store-keeper and Assistant at Wayfarers' Lodge, Assistant Superintendent Wayfarers' Lodge.

PAVING DEPARTMENT: Clerks.

PRINTING DEPARTMENT: Clerks.

PARK DEPARTMENT: Secretary, Clerks, Purchasing Agent and Paymaster.

PUBLIC BUILDING DEPARTMENT: Clerks. .

POLICE DEPARTMENT: Clerks.

REGISTRARS' DEPARTMENT: Clerks.

RECORD COMMISSIONERS: Clerks, Copyists.

SEWER DEPARTMENT: Clerks.

STATE AID DEPARTMENT: Assistant Paymaster and Clerk.

WATER DEPARTMENT: Clerk of Board, Executive Clerk, Assistant Clerks, Water Registrar and Deputy Collector of Mystic Division, Cashier, Marine Agent, Copyists, and all clerks, inspectors, examiners, book-keepers, time-keepers and store-keepers in the several divisions.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Brockton.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Cambridge.**

ASSESSORS' DEPARTMENT: Clerks.

CEMETERY COMMISSIONERS: Assistant Superintendent and Clerk.

PAUPER DEPARTMENT: Secretary, Book-keeper at Almshouse.

WATER DEPARTMENT: Registrar, Clerks, Inspectors.

AND all new or omitted positions in said clerical service coming within the rules.



**City of Chelsea.**

ASSESSORS' DEPARTMENT: Clerks.

CITY CLERK'S OFFICE: Clerks.

CITY ENGINEER'S DEPARTMENT: Clerks.

WATER DEPARTMENT: Clerk of Water Commissioners.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Fall River.**

CITY CLERK'S OFFICE: Clerks.

STREET DEPARTMENT: Clerks.

WATER DEPARTMENT: Registrar, Clerks, Inspector of Meters.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Fitchburg.**

ASSESSORS' DEPARTMENT: Clerks.

CITY CLERK'S OFFICE: Clerks.

WATER DEPARTMENT: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Gloucester.**

CITY CLERK'S OFFICE: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Haverhill.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Holyoke.**

ASSESSORS' DEPARTMENT: Clerks.

WATER DEPARTMENT: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Lawrence.**

HEALTH DEPARTMENT: Clerks.

STREET DEPARTMENT: Clerks.

WATER DEPARTMENT: Registrar, Inspectors.

AND all new or omitted positions in said clerical service coming within the rules.



**City of Lowell.**

ASSESSOR'S OFFICE: Clerks.

AUDITORS' OFFICE: Clerks.

CITY CLERK'S OFFICE: Clerks.

PAUPER DEPARTMENT: Clerks.

STATE AID COMMITTEE: Clerks.

WATER DEPARTMENT: Clerks, Inspectors.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Lynn.**

BOARD OF HEALTH: Clerks, Inspectors.

CITY CLERK'S OFFICE: Clerks.

POOR DEPARTMENT: Clerks.

WATER DEPARTMENT: Registrar, Inspectors, Clerks.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Malden.**

ASSESSORS' DEPARTMENT: Clerks.

BOARD OF HEALTH: Clerks.

WATER DEPARTMENT: Registrar, Clerks.

AND all new or omitted positions in said clerical service coming within the rules.

**City of New Bedford.**

ASSESSORS' DEPARTMENT: Clerks.

BOARD OF PUBLIC WORKS: Clerks, Inspectors.

WATER DEPARTMENT: Clerks, Inspectors.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Newburyport.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Newton.**

CITY CLERK'S OFFICE: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Northampton.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Quincy.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Salem.**

POOR DEPARTMENT: Clerk of Overseers.

WATER DEPARTMENT: Clerks.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Somerville.**

OVERSEERS OF THE POOR: General Agent and Secretary.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Springfield.**

BOARD OF HEALTH: Agents.

HIGHWAY DEPARTMENT: Book-keeper, Clerks.

PAUPER DEPARTMENT: Agent of Overseers, Book-keeper, Clerks.

SEWER DEPARTMENT: Book-keeper, Clerks.

WATER DEPARTMENT: Book-keeper, Clerks.

AND all new or omitted positions in said clerical service coming within the rules.

**City of Taunton.**

CITY CLERK'S DEPARTMENT: Clerks.

HEALTH DEPARTMENT: Clerks, Agents.

WATER DEPARTMENT: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Waltham.**

ASSESSORS' DEPARTMENT: Clerks.

HEALTH DEPARTMENT: Clerk and Agent.

OVERSEERS OF POOR: Clerks.

WATER DEPARTMENT: Clerks.

ALL positions in the clerical service coming within the provisions of the rules.

**City of Woburn.**

ALL positions in the clerical service coming within the provisions of the rules.

**City of Worcester.**

ASSESSORS' DEPARTMENT: Clerks.

AUDITOR'S OFFICE: Clerks, Book-keeper.

BOARD OF HEALTH: Clerks, Inspectors.

CITY CLERK'S OFFICE: Clerks.

OVERSEERS OF THE POOR: Clerks.

SUB-COMMITTEE ON FINANCE: Clerks, Book-keeper.

WATER DEPARTMENT: Clerks, Inspectors.

AND all new or omitted positions in said clerical service coming within the rules.

**SCHEDULE B.****Service of the Commonwealth.**

BOARD OF LUNACY AND CHARITY: Detective and Transportation Officers.

EXECUTIVE DEPARTMENT: District Police, Inspectors of Factories, Detective Officers.

LYMAN SCHOOL, WESTBOROUGH: Watchmen, Hallmen.

MASSACHUSETTS REFORMATORY, CONCORD: Turnkeys, Watchmen and Assistant Watchmen.

STATE ALMSHOUSE, TEWKSBURY: Watchmen, Gatekeepers, Yard Officers.

STATE LUNATIC HOSPITAL, DANVERS: Watchmen.

STATE LUNATIC HOSPITAL, TAUNTON: Watchmen.

STATE LUNATIC HOSPITAL, WORCESTER: Watchmen, Yard Attendants.

STATE PRIMARY SCHOOL, MONSON: Watchmen.

STATE PRISON: Turnkeys, Watchmen and Assistant Watchmen.

STATE REFORMATORY PRISON, SHERBORN: Watchmen.

STATE FARM, BRIDGEWATER: Overseers, Watchmen, Guards.

WORCESTER INSANE HOSPITAL: Watchmen.

**Cities of the Commonwealth.**

ALL members of the regular police force in the several cities of the Commonwealth (except police commissioners, chief superintendents, marshals and clerks), all persons doing police duty, either permanently or temporarily, in and for, and paid by, any city of the Commonwealth except Boston, and all positions requiring police and like service in the prisons, houses of detention or public institutions; draw-tenders and assistant draw-tenders of bridges, foremen and sub-foremen of laborers, inspectors of work, and all persons under whatever designation doing inspection service not included in Schedule A.

**City of Boston.**

ALL members of the fire department of the city of Boston, except the fire commissioners, the chief engineer and clerks; also the following officers in other departments of the city of Boston.

ALMSHOUSE: Watchmen.

ARCHITECT'S DEPARTMENT: Foremen, Sub-foremen, Inspectors.

BRIDGE DEPARTMENT: Foremen, Sub-foremen, Draw-tenders and Assistant Draw-tenders.

COMMON AND SQUARES DEPARTMENT: Foremen and Sub-foremen.

DEPARTMENT FOR THE SURVEY AND INSPECTION OF BUILDINGS: Inspectors.

EAST BOSTON FERRY: Gatemen, Gate Watchmen, Foremen, Sub-foremen, Inspectors.

HEALTH DEPARTMENT: Drivers of Prison Wagons, Foremen, Sub-foremen, Inspectors.

HOUSE FOR PAUPERS: Deputy Superintendent and Watchmen.

HOUSE OF CORRECTION: Shop Officers, Hospital Officers, Yard Officers, Prison Officers, Kitchen Officers, Watchmen, Gatemen, Receiving Officer.

HOUSE OF INDUSTRY: Overseers, Watchmen, House Officers, Yard Officers, Overseers at Rainsford Island, Receiving Officer, Assistant Receiving Officers, Receiving Officer's Helper.

LUNATIC HOSPITAL: Watchmen, Gatekeeper.

MARCELLA STREET HOME: Yard Officer, House Officer, Gatemen, Watchmen.

MAIN DRAINAGE WORKS: Foremen, Sub-foremen, Inspectors.

MARKET DEPARTMENT: Policemen.

PARK DEPARTMENT: Park Police, Watchmen, Foremen, Sub-foremen, Inspectors.

PAVING DEPARTMENT: Foremen, Sub-foremen, Inspectors.

PUBLIC SCHOOL DEPARTMENT: Engineers, Janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

SEWER DEPARTMENT: Foremen, Sub-foremen, Inspectors.

WATER DEPARTMENT: Policemen, Watchmen, Foremen, Sub-foremen, Inspectors.

## SECOND DIVISION.

## SCHEDULES C AND D.

The classification under Schedules C and D shall include, among others, persons employed in all the cities of the Commonwealth in the following capacities : —

Aids,	Machinists,
Blacksmiths and helpers,	Masons (stone, brick and sewer),
Bracers,	Masons' tenders,
Brick slingers,	Measurers,
Bridge cleaners,	Oilers,
Cabinet makers,	Painters,
Carpenters (sewer, house and ship),	Pavers,
Calkers,	Pipe layers,
Concrete, cement and mortar	Plumbers and helpers,
mixers,	Pruners,
Coppersmiths,	Quartermasters,
Coopers,	Rammers,
Curbstone setters,	Repairers,
Deckhands,	Riggers,
Derrick men,	Rockmen,
Drillers,	Sodders,
Engineers' aids,	Stablemen,
Firemen,	Stonecutters,
Gardeners,	Teamsters and drivers,
Gas fitters,	Tinsmiths,
Gatekeepers,	Tool keepers,
Glaziers,	Tool sharpeners,
Graders,	Wagon builders,
Harness makers and cleaners,	Watchmen,
Hosemen,	Wharfingers,
Hostlers,	Wheelwrights,
Horseshoers,	Yardmen,
Lamplighters,	Common laborers.
Ledgemen,	

## GENERAL REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSIONERS.

---

## THE CHIEF EXAMINER.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

2. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

## THE SECRETARY.

3. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property



in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

#### EXAMINERS.

4. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary; and a majority of any board may conduct an examination in the absence of the other members. The secretary of each board shall keep a complete record of its proceedings, and of all the examinations held by it, in such form as the commissioners may prescribe.

5. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

6. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

7. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

8. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

9. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

10. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

11. No examiner shall disclose, unless by consent of those examined, the results of the examination.

12. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

13. Complaints of any injustice or unfairness on the part of any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

14. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law ten cents for each applicant whose examination he shall attend. and fifteen cents additional for each set of examination papers he shall mark; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of fifteen cents for each eligible so registered.

15. When a civil service examiner becomes an applicant for a position within the classified civil service, his office as examiner shall be declared vacant.

#### COMPETITIVE EXAMINATIONS.

16. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

17. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

18. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

19. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

20. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined by the city physician to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo such further physical examination as the commissioners may from

time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

Such examination shall be made by a physical examiner, to be appointed by the commissioners, and shall be recorded upon blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage of excellence which the several applicants shall respectively be found to possess.

The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners; and the quotient found by the division of the aggregate of value so arrived at of each applicant, by the aggregate of weights, shall constitute the percentage of condition of such applicant.

No applicant shall be placed upon the eligible list whose standing either in strength or condition shall fall below sixty-five per cent.

To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), the physical examination shall have equal weight with the educational examination; in Class 2, Schedule B (the fire force of Boston), the physical examination shall have twice the weight of the educational examination.

21. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination: *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

22. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination by one of the medical examiners of the Commonwealth as may be from time to time prescribed by the commissioners.

#### NON-COMPETITIVE EXAMINATIONS.

23. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates on the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

24. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certifi-

ates); but any person named by the appointing power for non-competitive examination, may file such paper at any time before undergoing the examination.

25. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

26. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such persons as he may select.

#### SPECIAL EXAMINATIONS.

27. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

28. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

29. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

30. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

31. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

#### MARKING.

32. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

33. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.



34. The marking of each question or subject shall be made on a scale of 100, which shall represent entire accuracy; and 0 shall represent entire ignorance. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

35. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

36. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

37. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

## EXAMINATION OF \_\_\_\_\_

(For a position in Class 1, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	80	4	320
Dictation, . . . . .	75	2	150
Copying rough draft, . . . . .	70	3	210
Orthography, . . . . .	85	1	85
Arithmetic, . . . . .	82	3	246
Composition, . . . . .	70	2	140
	—	15	1,151
General average standing, . . . .	—	—	76 $\frac{11}{15}$

## EXAMINATION OF \_\_\_\_\_

(For a position in Class 2, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	85	4	340
Dictation, . . . . .	90	2	180
Copying rough draft, . . . . .	96	3	288
Orthography, . . . . .	100	1	100
Arithmetic, . . . . .	80	3	240
Interest and discount, . . . . .	75	2	150
	—	15	1,298
General average standing, . . . . .	—	—	$86\frac{2}{5}$
<i>Optional Subjects.</i>			
Ornamental writing, . . . . .			80
Stenography, . . . . .			92
Book-keeping, . . . . .			85

## EXAMINATION OF \_\_\_\_\_

(For position in Schedule B.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	70	2	140
Copying, . . . . .	80	2	160
Clearness and correctness of statement, . . . . .	75	3	225
Experience, . . . . .	80	3	240
Arithmetic, . . . . .	70	2	140
Local data; duties, . . . . .	70	3	210
	—	15	1,115
Educational qualifications, . . . . .	—	—	$74\frac{5}{15}$
Physical qualifications, . . . . .	—	—	85
	—	2	$159\frac{5}{15}$
General average standing, . . . . .	—	—	$79\frac{2}{3}$

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.



## ELIGIBLE LIST.

38. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

39. Priority of date in examination will give no advantage in position on the eligible list.

40. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

41. Persons whose names are on the eligible list for the prison service of a city, and who are citizens of the United States and have resided in the Commonwealth for the year next preceding the date of their application, may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

42. Persons whose names have been on an eligible list one year, may, upon request in writing, and satisfactory evidence in regard to health and other qualifications, be continued upon the eligible list without further examination for a second year.

## CERTIFICATION.

43. In all cases of certification, the appointing officer is entitled to three names. He can make requisition to fill each vacancy, and receive three names; or, for his own convenience, unless otherwise ordered in any particular case by the commissioners, in cases where more than one vacancy exists, he can, in one requisition, call for names to fill all the vacancies. In that case he will receive together the names he would have received in separate certifications. As no person under the rules is entitled to certification more than three times except by consent of the appointing power, this proportion shall be as follows: For one vacancy, three names shall be certified; for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy

over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple. For example:—

For 1 vacancy certify 3 names.

2 vacancies	"	4	"
3	"	5	"
4	"	8	"
5	"	9	"
6	"	10	"
7	"	13	"
8	"	14	"
9	"	15	"
10	"	18	"

For 11 vacancies certify 19 names.

12	"	"	20	"
13	"	"	23	"
14	"	"	24	"
15	"	"	25	"
16	"	"	28	"
17	"	"	29	"
18	"	"	30	"
19	"	"	33	"
20	"	"	34	"

44. Whenever an officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint to office a smaller number than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon said list, that would have been certified to him had the requisition stated the number of vacancies which he actually filled. In case of doubt what that number would be, he will apply to the commissioners for information before making selection.

45. No one who may be examined upon any subject of a technical or special character, in addition to the general or limited examination, shall be entitled to be certified for appointment, if his standing in such subject shall be less than sixty-five per centum of complete proficiency.

46. All the applicants for promotion in the Boston police force who pass the regular examination in penmanship, orthography, composition, arithmetic and the duties of the office, shall be certified to the Board of Police. Those who served in the military or naval forces of the United States in time of war, and received an honorable discharge therefrom, shall be indicated; and such persons shall be preferred for appointment.

47. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he or she is registered, the commissioners may direct that such person be not certified; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

48. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

## GENERAL PROVISIONS.

49. In case any applicant makes any false statement for the purpose of securing an examination or preference, or has been guilty of bad faith or fraud, and in case *prima facie* evidence shall be presented to the board of examiners that any person on a record or register is, by reason of bad character or dissolute habits, or any criminal or disgraceful act committed by him, or of his dismissal for good cause from the public service, not a fit person to be examined, marked or certified, it will be the duty of the board to report upon the matter fully and promptly to the commissioners; and the marking, grading or certification of such person shall be suspended, pending the action of the commissioners upon the subject. Upon such report to the commissioners, or the production of any other evidence, the commissioners will make the proper investigation and give appropriate direction to the board of examiners.

50. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

51. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

## SPECIAL REGULATIONS

IN RELATION TO THE

### EMPLOYMENT OF LABORERS AND MECHANICS.

---

1. Men who seek employment as laborers or mechanics shall apply for registration at the civil service labor office, in their respective cities, at such times as may be designated by the commissioners. When the applicants for work as common laborers, or as skilled laborers or specialists, are, in the opinion of the commissioners, sufficient to meet all probable demands for a period of six months or more, registration of the class for which the supply is sufficient shall cease, except in the case of persons who have served in the army or the navy of the United States in time of war, and received an honorable discharge therefrom, and who produce the requisite certificates as to character and capacity.

2. No applicant for the labor service who may have acquired, by reason of previous registration or previous service, the right to register in the second division of the classified service at the time when the eligible list is closed to general registration, shall retain such right unexercised for a longer period than two years, except by vote of the commissioners.

3. Laborers employed as boys, and receiving boys' pay, who have served as such two years, may, at the request of the head of the department in which they have served, be allowed to register at any time as laborers in the classified service.

4. Each applicant must produce a certificate, signed by two reputable citizens of his city, of his capacity for labor and his habits as to industry and sobriety: *provided, however*, that in the case of a person honorably discharged from the services of the city, a certificate by the officer under whom he served, of his capacity and good conduct, may be accepted, in the absence of evidence to the contrary, as sufficient. When the applicant desires

to be registered for any other service than that of a common laborer, he will be required to produce a certificate, from some competent person or persons, of his ability to do the special kind of work for which he alleges capacity, and for which he desires to be certified.

5. The registration clerk shall require each applicant to state, under oath, his name, residence, citizenship, age and number of persons depending upon him for support; his services, if any, in the army or navy in time of war; his present employment and past occupation; and such other facts as the commissioners may deem necessary to show his capacity for labor and his habits as to industry and sobriety.

6. The clerk shall append to each statement a brief personal description of the applicant, and any notes that may serve to show his capacity for the service sought. Where the applicant appears to possess very superior physical qualifications, the fact will be noted. The certificates produced by each applicant shall be attached to his statement, and placed in an envelope bearing his name and number.

7. Before entering the name of any applicant on the register, such further inquiry may be made in regard to his character and capacity as the commissioners may deem practicable or expedient.

8. When it shall appear from the evidence presented that an applicant is capable and of temperate and industrious habits, the clerk shall place his name on the register.

9. In case an applicant, who has made a sworn statement as hereinbefore provided, is found to be unfit or in any way disqualified to perform the service which he seeks, his name shall not be entered on the register, and the reason therefor shall be endorsed on the applicant's statement.

10. When the services of laborers are required in any department to which the rules apply, the head of the department, or other officer thereto duly authorized, shall make a requisition upon the commissioners for the number of laborers wanted, specifying the kind of service for which they are wanted.

11. Upon the receipt of such requisition, the clerk, under the direction of the commissioners, shall send to the officer making the requisition double the number of names called for, if the register contains so many, stating the following particulars in regard to each; namely, registration number, name, residence, citizenship, age, number in family, service in army or navy in time of war, kind of labor for which he alleges capacity, references, and such other information as the commissioners may direct.

12. In filling requisitions for laborers and mechanics, preference



will be given, other things being equal, to those on the register who have had experience in city work, those who have served in the army or navy in time of war, and those having families depending upon them for support. When the service calls for men possessing superior physical qualifications, the officer making the requisition will so state; and the selection will, so far as practicable, be made from those marked at the time of registration as possessing such qualifications.

13. Whenever the commissioners shall be unable to fill a requisition for laborers, and shall certify such fact to the officer making the requisition, and permit him to make the selection himself, the laborers so selected shall present themselves at the civil service labor office, in their city, for registration in the manner and under the condition prescribed for those seeking employment, as set forth in special regulations in relation to the employment of laborers: *provided*, that the commissioners may suspend this regulation in emergencies, when, in their opinion, the good of the service shall require such action.

14. Whenever an officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection therefor from the whole list certified to him, but only from the number of names standing first upon said list double the number he shall actually employ.

15. When the head of the department or other officer has selected and employed such of the persons named on said list as he may require, he shall forthwith return to the commissioners' office a list of the persons so selected, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond to the call of the head of the department, or other officer, or decline the employment offered, or withdraw from the service without good cause, the registered numbers of such persons shall be returned to the commissioners with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

16. When a laborer in any of the departments coming within the rules is discharged or dropped from the pay-rolls, a certificate of the fact shall be sent to the commissioners, on a form provided therefor, stating the name of the person, his registration number, the date of his employment, the kind of work on which he was employed, the date of his discharge, the cause, and whether his conduct and work have been satisfactory.

17. If the person so discharged or dropped desires to have his name restored to the register, he can apply at the registration



office; and if it appears that his conduct and work have been satisfactory, and that he is a man of good habits and able-bodied, it will be done.

18. When a person is discharged from the labor service for "loitering," "incompetence," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions hereinbefore prescribed for men discharged for "incompetency," etc. In case a person is discharged a second time for any of the causes named, he shall not be eligible for registration again, except by special vote of the commissioners.

## RULINGS OF COMMISSIONERS.

---

### I. RULINGS UPON CONSTRUCTION OF THE CIVIL SERVICE ACT.

1. "*Shall supervise the administration of the rules.*" [Civil Service Act, sect. 2.] The jurisdiction conferred by the Act upon the Civil Service Commissioners is to prepare civil service rules and supervise their administration. They are not required to supervise the administration of those provisions of the Civil Service Act which have force and effect wholly separate and apart from the rules.

2. "*May be given a general or a limited application.*" [Civil Service Act, sect. 14.] Their limitation may be geographical or subjective. The rules may be applied to certain cities and to certain classes of public offices. (*See Opinion of Justices of Supreme Judicial Court, 138 Mass. 601.*)

3. "*In time of war.*" [Civil Service Act, sect. 14, clause 6; and Rule XXXV., clause 2.] Actual service under General Custer against the Indians held to give preference.

4. "*Conviction*" [Civil Service Act, sect. 4] is not limited to mean merely the conviction by a verdict or plea of guilty, but fairly includes a final judicial determination or judgment before the right to appointment or employment in the public service can be denied to any citizen otherwise qualified. [1, 25, '89.]

5. "*Elective*" [Civil Service Act, sect. 15] means elective by the people. It does not refer to the method by which the appointment is made.

6. "*Subject to confirmation*" [Civil Service Act, sect. 15] includes officials elected by the confirming body.

7. "*Officers for the faithful,*" etc. [Civil Service Act, sect. 15], does not include ordinary cases, where the official gives a bond simply for the faithful discharge of the duties of his office, and his responsibility for the fidelity and good conduct of his subordinates is not specified.

8. "*Chief superintendents and marshals of police departments.*" [Id.] Assistant or deputy marshals are not included in this exemption. They are not within the language or intention of the exemption. The word "chief" is used here as an adjective, meaning the "principal." (*See report for 1886, page 96.*)

9. "*They may designate persons in the official service.*" [Civil Service Act, sect. 20.] This does not exclude private citizens.

## II. RULINGS UPON CONSTRUCTION OF THE RULES.

10. *Increase of Age.*—A person examined and found eligible for appointment is not rendered ineligible for appointment or continuance on the eligible list by the fact that he has passed the maximum age limit after filing his application.

11. *Alien Women.*—A woman who is not native born, and who has never been naturalized, is not a citizen of the United States within the meaning of the rules, unless her parents were native born, or were naturalized during her minority.

12. *Height and Weight.*—In the physical examination for the fire and police services of the city of Boston, applicants shall be measured in bare feet and weighed naked. [6, 27, '87.]

13. "*Sixty-five percentum of complete proficiency in the first three subjects.*" [Rule XXI., clause 3.] Under this Rule, to determine whether an applicant has obtained the required percentum, the average of all the papers upon each subject must be taken, and the relative weights applied. [12, 20, '86.]

14. *Marking.*—Under Rule XXI., the "standing upon a just grading," "in each of the obligatory subjects," shall be construed to mean the standing upon such subjects after the weights prescribed by the commissioners have been applied and the average obtained. [12, 20, '86.]

15. "*Persons may be certified more than three times.*" [Rule XXIX, clause 1.] This does not apply to a person who, at the time of certification, is not one of the three highest on the eligible list, and the rule does not in any case enlarge the number of persons to be certified. [8, 20, '86.]

16. *The Request of an Appointing Officer.* — Under Rule XXIX., clause 1, the request of an appointing officer to the further certification of a person after a certification three times, must be made at the time of making requisition. When such request is made, the said person shall be restored to the eligible list for certification to such appointing officer, if the limit of time for which his name was originally placed on the list has not expired, and his standing places him within the number entitled to be certified on said requisition. [1, 30, '88.]

17. *City Marshal appointed Police Officer.* — The city marshal of Worcester, holding an appointment as a police officer of the city, independent of his appointment as city marshal, so that his removal from or suspension in the latter office would not vacate his warrant as a police officer, can be reappointed a police officer at the expiration of his term, without examination, in the same manner as other regular police officers within the classified services.

18. *Appointment after Dismissal.* — A person who was in the service when the civil service rules went into operation, and who afterwards resigned or was dismissed without any fault or delinquency, cannot be restored to the service without examination. [4, 23, '86.]

19. *Reappointment after Previous Service.* — In those departments of the State or the cities where the services of clerks are required during only a part of the year, the persons who have been heretofore employed in such service may be re-employed for the same service without being certified under the rules: *provided*, always, that the employment is as continuous and prolonged as its nature will permit. There is clearly a distinction to be made between such service and the permanent service. While the former furnishes a proper basis for reappointment for the same position, it does not establish such a relation to the service as would justify transfer or promotion to a permanent position without examination, as provided in clause 5 of Rule XLIII.

20. *Temporary Service.* — When a requisition is made to fill a vacancy in any permanent position included in Schedule A, and

a person certified and appointed under the civil service rules is performing temporary service in the office or department from which the requisition is made, such person shall, for all purposes of certification, be deemed on the eligible list. [6, 7, '85.]

21. *Transfer for Temporary Service.* — A person who has been employed during the year in temporary clerical service in the assessor's office may be transferred, without examination, for temporary clerical service in the office of the registrars of voters, provided his name appears upon the roll in this office as one of the temporary clerks in the assessor's office, and the transfer is made in accordance with the provisions of the rules. [6, 15, '86.]

22. *Transfer.* — A person in the prison service of a city may be transferred to a position in the prison service of the Commonwealth, upon the request of the head of the institution desiring his services, and the consent of the head of the institution where he is employed at the time.

23. *Emergency.* — The only emergency which will justify a temporary appointment, without previous requisition, is one where the public business will suffer from delay in filling the position as provided by the rules. This definition necessarily excludes all cases where another employee in the same office can perform the duties of a suddenly vacated position during the brief period needed for filling a requisition; all cases where extra work comes upon an office, when a reasonable exercise of forethought would give time to provide for it regularly by making requisition for additional help; all cases where an immediate filling of a vacancy is desirable, without being essential to the good of the service; and similar cases.

24. *Special Police Officers from Eligible List.* — Special police officers who have been appointed from the eligible list, although having a permanent appointment, are, by reason of the intermittent nature of their service, entitled to be retained on the eligible list for appointment as regular police officers. [10, 9, '86.]

25. *Local Ordinances and Regulations.* — The Civil Service Commissioners will take cognizance of local ordinances and rules and regulations in regard to the age, residence and citizenship of persons appointed to or employed in any position in the classified service, in the several cities of the Commonwealth, provided that such local ordinances or rules or regulations are not contrary to the civil service rules approved by the Governor and Council. [12, 16, '85.]



26. *Probationary Period.* — Cases of promotion are not original appointments, in the sense that service for a probationary term will be required. [12, 20, '86.]

27. *Laborers, Promotion of.* — Laborers cannot be promoted to offices in the first division of the classified service by non-competitive examination. [6, 3, '89.]

28. *Health Officer.* — Whenever the duties prescribed for the health officer of a city are such as can only be performed by a physician, such position is not within the classified civil service. [6, 6, '89.]

29. *Clerks, Promotion of.* — When the pay of a clerk is increased so as to raise the annual compensation from a sum less than eight hundred dollars to the sum of eight hundred dollars or over, it is equivalent to promotion from one class to another; and the person whose pay is so increased must be subjected to a non-competitive examination, unless he has already passed an examination for the higher clerical service.

30. *Fire Department of Boston.* — Call substitutes can be appointed by the fire commissioners, without the intervention of the Civil Service Commissioners; but such substitutes cannot be appointed in the call force, or as permanent substitutes, without undergoing examination in the same manner as is required for admission to those branches of the service.

All assignments for duty in the regular force, in positions below that of lieutenant, may be made by the fire commissioners, without the intervention of the Civil Service Commissioners.

In all other cases where a vacancy occurs, it shall be filled by a selection from the next inferior grade, if there be any person in such rank fit for promotion; and if there be no such person, then the promotion shall be made by selection from the next inferior grade, and so on, until all the inferior grades are exhausted: *provided, however*, that no person in said class shall be promoted without passing an appropriate examination.

### III. RULINGS UPON CLASSIFICATION OF THE PUBLIC SERVICE.

31. *Experts in Bureau of Statistics of Labor.* — The experts and special investigators, employed from time to time for temporary service in the Bureau of Statistics of Labor, are not included in the present classified service of the Commonwealth.



32. *Assistant Superintendent of Lyman School.* — The office of assistant superintendent of the Lyman School for Boys at Westborough is not within the present classified service.

33. *Indexer of Public Statutes.* — The person annually appointed, under chap. 238 of the Acts of 1882, to prepare tables for publication in the "Blue Book," showing the annual changes made in the Public Statutes and in all subsequent general legislation, is not within the classified service.

34. *Analysts and Chemists.* — The analysts and chemists provided for by chap. 263 of the Acts of 1882, relating to the adulteration of food and drugs, are not included in the classified service. The inspectors provided for under the same statute are within the classified clerical service.

35. *Treasurer of Overseers of the Poor.* — Owing to the peculiar qualifications required of the treasurer of the Overseers of the Poor in Boston, it was held that the office does not come within the provisions of Rule VI., clause 2, defining the clerical service, and, therefore, is not within the classified service.

36. *Assistant Assessors.* — First and second assistant assessors of taxes in Boston are not within the classified service, as the duties of the office do not come within either of the classes mentioned in Rule VI.

37. *Watchmen.* — Watchmen for night service, appointed under authority of a city ordinance by the mayor and aldermen, and paid by the city, are held to be members of the regular police force of the city, within the civil service rules.

38. *Superintendent of Pier.* — The person in charge of the pier at the Marine Park in South Boston is within the classified service, and comes under the head of Park Police and Watchmen, Schedule B, Class 1.

39. *Boys.* — Laborers employed as boys, and receiving boys' pay, are not within the classified labor service.

40. *Visitor of Overseers of the Poor.* — The visitor or secretary of the Board of Overseers of the Poor, when a member of the Board, is not within the classified civil service, in such case the performance of the duties of visitor or secretary being held

to be the assumption of additional duties as a member of the Board ; but such person, who has been appointed without certification, by reason of his membership of the Board, to any office in the classified service, cannot continue to hold such office after ceasing to be a member of the Board. [2, 28, '88.]

41. *Laborers employed patrolling Park Grounds.* — Held, that it would not be a violation of law on the part of the park commissioners of Boston to employ, on special occasions, in the duty of patrolling and guarding the park grounds, laborers regularly in the service of the department, provided that such employment does not operate to increase their pay or to change their character as laborers. [5, 25, '88.]

## CIVIL SERVICE COMMISSIONERS.

---

CHARLES THEODORE RUSSELL, JR., *Chairman*, CAMBRIDGE  
ARTHUR LORD, PLYMOUTH.  
EDWARD P. WILBUR, BOSTON.

---

*Chief Examiner.*

HENRY SHERWIN, JAMAICA PLAIN

---

*Secretary.*

WARREN P. DUDLEY, CAMBRIDGE.

---

*Registration Clerk, — Labor Office.*

GEORGE H. JOHNSON, BOSTON.

---

## EXAMINERS.

*For the Commonwealth Service.*

WILLIAM D. HAWLEY.  
FREDERICK G. PETTIGROVE.  
JAMES W. RICKER.  
ELIZABETH C. PUTNAM.  
HOSEA M. KNOWLTON.  
SAMUEL A. GREEN.  
HIRAM Q. SANDERSON.  
BENJAMIN PETTEE.

FREDERICK L. COBURN.  
WILLIAM O. ROBSON.  
ANNE M. ROBBINS.  
JAMES TUCKER.  
LEMUEL POPE.  
XANTHUS H. GOODNOUGH.  
CHARLES E. DAVIS.

*For the City of Boston.*

EDWARD B. BLASLAND.  
 THOMAS FAY, JR.  
 JOSEPH H. JENKINS.  
 THOMAS F. TEMPLE.  
 JOSEPH D. FALLON.  
 WILLIAM F. DAVIS.  
 CHARLES E. DAVIS, JR.  
 HENRY MANLEY.  
 JOHN F. DEVER.  
 SAMUEL J. MENARD.  
 HIRAM S. SHURTLEFF.  
 HENRY A. WYMAN.  
 SAMUEL A. GREEN.  
 JAMES W. RICKER.  
 ZILPHA D. SMITH.  
 BENJAMIN PETTEE.  
 JAMES TUCKER.  
 LEMUEL POPE.  
 XANTHUS H. GOODNOUGH.  
 GEORGE H. GRUEBY.  
 CHARLES E. JACKS.  
 J. HENRY ADAMS.  
 JOHN H. MCCOLLOM.  
 RUSSELL D. ELLIOTT.  
 WILLIAM D. HAWLEY.  
 FREDERICK G. PETTIGROVE.  
 FREDERICK L. COBURN.  
 HENRY M. NOURSE.

*For the City of Brockton.*

AUGUSTUS T. JONES.  
 DEWITT C. PACKARD.  
 GEORGE E. KEITH.

*For the City of Cambridge.*

SAMUEL L. MONTAGUE.  
 WALTER W. PIKE.  
 MICHAEL CORCORAN.

*For the City of Chelsea.*

FRANK B. FAY.  
 D. FRANK KIMBALL.  
 JOHN C. HALL.

*For the City of Fall River.*

HENRY K. BRALEY.  
 CHARLES J. HOLMES.  
 EDWARD F. MURPHY.  
 WILLIAM B. LOVELL.

*For the City of Fitchburg.*

FRANCIS BUTTRICK.  
 JOHN J. SHEEHAN.  
 WALTER A. DAVIS.

*For the City of Gloucester.*

WILLIAM A. HOMANS, JR.  
 CHARLES H. MORROW.  
 FREDERICK A. PEARCE.

*For the City of Haverhill.*

JOHN A. GALE.  
 IRA A. ABBOTT.  
 DUDLEY PORTER.

*For the City of Holyoke.*

MICHAEL J. GRIFFIN.  
 ASHTON E. HEMPHILL.  
 WILBERT T. DEAN.

*For the City of Lawrence.*

CHARLES U. BELL.  
 WILLIAM T. KIMBALL.  
 PATRICK MURPHY.

*For the City of Lowell.*

JOSEPH SMITH.  
 CHARLES H. CONANT.  
 JOHN J. COLTON.

*For the City of Lynn.*

ALFRED A. MOWER.  
 RUFUS KIMBALL.  
 OWEN DAME.

*For the City of Malden.*

ALONZO P. MOORE.  
 JOHN E. FARNHAM.  
 HENRY E. TURNER, JR.

*For the City of New Bedford.*

GEORGE H. DUNBAR.  
 DANIEL B. LEONARD.  
 WILLIAM N. SWIFT.

*For the City of Newburyport.*

HENRY B. LITTLE.  
 OLIVER B. MERRILL.  
 JOHN F. YOUNG.

*For the City of Newton.*

LUCIUS G. PRATT.  
HENRY C. HAYDEN.  
DWIGHT CHESTER.  
FREDERICK L. THAYER.

*For the City of Northampton.*

OLIVER WALKER.  
ARTHUR WATSON.  
J. H. DEMOND.

*For the City of Quincy.*

WILLIAM B. WHITE.  
HARRY L. RICE.  
CHRISTOPHER A. SPEAR.

*For the City of Salem.*

JOSEPH P. FESSENDEN.  
A. AUGUSTUS SMITH.  
LEVERETT S. TUCKERMAN.

*For the City of Somerville.*

CHARLES S. LINCOLN.  
GEORGE I. VINCENT.  
HORACE C. WHITE.

*For the City of Springfield.*

CHARLES H. CHURCHILL.  
ALBERT T. FOLSOM.  
HIRAM Q. SANDERSON.  
SAMUEL B. SPOONER.

*For the City of Taunton.*

JOHN H. GILLIGAN.  
GEORGE A. WASHBURN.  
ABNER COLEMAN.

*For the City of Waltham.*

LUMAN N. HALL.  
CORNELIUS MCCORMICK.  
HENRY S. MILTON.

*For the City of Woburn.*

PHILIP K. RICHARDSON.  
DAVID F. MORELAND.  
CHARLIE A. JONES.

*For the City of Worcester.*

JAMES EARLY.  
FREDERICK W. SOUTHWICK.  
GEORGE H. MELLEN.

AUGUSTUS H. BROWN, *Physical Examiner.*

ANDREW J. SAVAGE, *Examiner in the Use and Handling of Steam.*

## APPLICATION PAPER.

---

### DIRECTIONS.

1. All the statements in this application are to be made under oath or affirmation.

2. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list, or discharge during or after probation.

3. The application paper must be filled in the applicant's own handwriting.

4. Send application, after being filled out, if for service in the departments of the Commonwealth or the city of Boston, addressed to the "Civil Service Commissioners, 5 Pemberton Square, Boston, Mass." If for local service in the departments of any other city, send application to the chairman or secretary of the board of examiners of the city in which the service is sought.

5. Applicants for appointment in the prison service (Class 1, Schedule B) shall not be less than twenty-two nor over forty years of age. Applicants for appointment in the police service of cities other than Boston (Class 3, Schedule B) shall not be less than twenty-two nor over forty years of age. Applicants for appointment in the detective or inspection service of the district police (Class 3, Schedule B) shall not be less than twenty-two nor over fifty-five years of age: *provided, however*, that the limitations as to age in the foregoing classes shall not apply to watchmen in public buildings or public institutions, or to persons who served in the army or navy of the United States in time of war, and received an honorable discharge therefrom. Applicants for appointment in the State Prison and Massachusetts Reformatory (Class 1, Schedule B), inspection and detective forces of the district police, and police service of cities other than Boston, shall not be less than five feet eight inches in height, in ordinary dress, and weigh not less than one hundred and forty pounds. Applicants for appointment in the fire and police services of Boston (classes 2 and 4, Schedule B) must not be less than twenty-two nor over thirty years of age. Applicants for appointment in the fire service of Boston (Class 2, Schedule B) shall not be less than five feet six inches in height, in bare feet, and weigh not less than one hundred and thirty pounds naked. Applicants for appointment in the police service of Boston (Class 4, Schedule B) shall not be less than five feet eight inches in height, in bare feet, and weigh not less than one hundred and forty pounds naked.



6. There is no limitation as to the age, height or weight of applicants for positions as clerks, draw-tenders, foremen, inspectors (Schedule B, Class 7) and janitors.

7. No recommendations or certificates other than those provided for at the end of this blank will be received.

8. Applicants will be notified of the time and place of examination. They must give notice of any change of post-office address, or unwillingness or inability to attend the examination.

9. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction. Applications which show that the applicants lack the qualifications as to age, health, etc., required by the rules, will be rejected, and the applicants notified.

10. The general examination is for positions in the clerical service where the annual compensation is at the rate of eight hundred dollars and over. The limited examination is for positions in the clerical service where the annual compensation is at a rate less than eight hundred dollars.

11. Every applicant for a position in the police and fire departments, and in other departments where physical capacity is of prime importance, will be required, before being placed on the eligible list, to undergo a physical examination.

12. Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier: *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his new application.

#### APPLICATION.

I hereby make application to be examined for the position of \_\_\_\_\_ in the service of \_\_\_\_\_. [State clearly and distinctly the position or branch of service for which you wish to be examined, and whether it is in the service of the State or of a city.]

If the application is for the clerical service, state whether you wish to take the general or the limited examination. See directions, section 10, *above*.

As a part of my application, I declare the answers to the following questions to be true and in my own handwriting. [Sign your name in full.]

(Each question must be answered, or the blank will be returned.)

(1) Are you married, or single?

(2) What is your post-office address? [Give town or city, including street, number and ward.]

(3) In what city or town is your actual residence at this time?

(4) How long have you been a resident of said city or town?

(5) How long have you been a resident of Massachusetts?

(6) What is the date of your birth? [Give day of month and year.]

(7) Where were you born? [Give city, town or parish, State and country.]

(8) Are you a citizen of the United States? . [If you are a naturalized citizen, or if your parents were naturalized during your minority, give date and court of naturalization.]

(9) What is your father's full name?

(10) What is your mother's full name?

(11) Are you a person of good moral character?

(12) Do you habitually use intoxicating beverages to excess?

. Are you a vender of intoxicating liquors? . Have you been convicted of any offence against the laws of this Commonwealth during the past year?

(13) Are you in good health? . Have you any mental or physical incapacity or infirmity, of which you are aware, which would in any way disqualify you for a full discharge of official duty in the service of which you seek to enter? [If you have any defect of sight, hearing, speech, or otherwise, so state.]

(14) What is your present occupation?

(15) What is the name of your employer?

(16) Where have you lived, what has been your principal occupation, and for whom have you worked, during each of the last five calendar years? [Fill the blanks against each year.]

RESIDENCE, TOWN, CITY AND STATE.		OCCUPATION.	NAME OF EMPLOYER.
18	,	;	;
18	,	;	;
18	,	;	;
18	,	;	;
18	,	;	;

(17) Were you ever examined for the public service of the United States, or any State or city? If so, when [giving month and year], where, for what branch and grade of the service, and with what result?

(18) Have you ever been employed in the service of the United States, or any State, city or town? If so, state what service, when, where, and, if you have left it, the date and specifically the cause of leaving.

(19) Were you ever in the military or naval service of the United States in time of war? If so, state (1) in what regiment and company, or on what vessel you served, and the date and period of your service; and (2) whether you were honorably discharged; and (3) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(20) In what schools, academy or college were you educated?  
[Give the name and length of course in each.]

(21) Have you had any experience, or do you possess any special qualifications, such as a knowledge of book-keeping, expert penmanship, stenography, type-writing, foreign languages or other subjects, which, in your opinion, would be useful in the public service?

## COMMONWEALTH OF MASSACHUSETTS.

ss :

On this                      day of                      18    , personally appeared the above-named applicant, and made oath that the handwriting in the above application paper is his own, and that the statements and answers therein contained, whether in writing or in print, are true, to the best of his knowledge and belief.

Before me,

*Justice of the Peace.*

N. B. — You must make oath or affirmation to this application before mailing it to the commissioners or to the board of examiners. But, before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction, and your examination may be delayed.

---

*The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.*

## CERTIFICATES.

*Directions.*

1. Not less than three nor more than five persons must certify to the character of the applicant, *and certificate No. 1 must be filled, as the other certificates refer to it.* It is desirable that one of the certificates should be signed by a physician.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant, the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as possible.*

I [being more than twenty-five years of age] have been a resident of                      for                      years last past. I am personally acquainted with                      the applicant aforesaid; and I do state upon honor as follows: —

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental weakness or infirmity, unless that mentioned in h application, which would disqualify h for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business, by reason of h lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[ *The official paper contains four more forms.* ]

## VETERAN EXEMPTION.

---

*[This application can be used and filed only by a person who served in the army or navy of the United States in the time of the War of the Rebellion, and was honorably discharged therefrom, and who desires appointment to office without exemption.]*

## DIRECTIONS.

1. This form of application is prepared under chapter 437 of the Acts of 1887, allowing the appointment without examination of persons who served in the army or navy of the United States in the time of the War of the Rebellion, and were honorably discharged therefrom. *It can be used only by veterans entitled under the law, and desiring to have their names placed on the eligible list without having passed any examination provided for by the Civil Service Act and Rules.*

2. Every applicant, upon the filing of this application, with the required certificates hereto attached, and upon satisfactory evidence that he possesses the qualifications claimed in this application, will have his name entered on an eligible list for the office he seeks.

3. When an appointing officer in his requisition shall so request, the name of any veteran standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veterans, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination, and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

4. All the statements in the application are to be made under oath or affirmation.

5. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

6. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction.

7. Send application, after being filled out, if for service in the Commonwealth of Massachusetts or the city of Boston, addressed to the "Civil Service Commissioners, 5 Pemberton Square, Boston, Mass." If for local service in any other city, send application to the chairman or secretary of the board of examiners of the city in which the service is sought.



## APPLICATION.

I desire appointment, without passing any examination provided by the Civil Service Act or Rules, to the office of .  
[State clearly and distinctly the position or branch of service for which you wish to be appointed, and whether it is in the service of the State or of a city.]

I declare the following to be facts concerning myself, viz. : —

(1) My full name is

(2) My post-office address is [give town or city, including street, number and ward]

(3) My actual bona fide [legal] residence at this time is in [the town or city of]

(4) I have been a resident of the State of Massachusetts during the period of

[N. B. — If a naturalized citizen, or if your parents were naturalized during your minority, give date and court of naturalization.]

(5) I have been a resident of the [town or city of] during the past years, and am of good moral character.

(6) My present occupation is

(7) To the best of my information and belief, I was born at , on the day of , 18 , and I am therefore years of age.

(8) I am not “a person habitually using intoxicating beverages to excess,” nor a “vender of intoxicating liquors.”

(9) I have not been convicted of any offence against the laws of the Commonwealth during the past year.

(10) I believe and represent myself to be a person without mental or physical impairment, of which I am aware, which in fact incapacitates me for a full discharge of official duty in the service which I seek to enter.

(11) State your service in the army or navy of the United States in the time of the War of the Rebellion; in what regiment or regiments and company or companies, or on what vessel or vessels you served. Give answers to cover all service performed, and (2) state the date of enlistment and discharge from each term of service.

(12) State whether you were honorably discharged after each term of service, and (2) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(13) Were you ever in the civil service? If so, state what service, when, at what place, and, if you have left it, the date and specifically the cause of leaving.



## COMMONWEALTH OF MASSACHUSETTS.

ss :

On this            day of            18            , personally appeared the above-named applicant and made oath that the statements and answers contained in the above application by him made, whether in writing or in print, are true to the best of his knowledge and belief.

Before me,

*Justice of the Peace.*

N. B. — You must make oath or affirmation to this application before mailing it to the commissioners or to the board of examiners. But, before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction, and your registration delayed.

---

*The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificate published for public information.*

## CERTIFICATES.

*Directions.*

1. Not less than three nor more than five persons must certify to the character of the applicant, and certificate No. 1 must be first filled, as the other certificates refer to it.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant, the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as practicable.*

---

I [being more than twenty-five years of age] have been a resident of            for            years last past. I am personally acquainted with            the applicant aforesaid; and I do state upon honor as follows:—

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental impairment which would in fact incapacitate him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business, by reason of his lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains four more forms.*]

## EXAMINATION PAPERS.

## SCHEDULE A — CLASS 1.

[Limited Examination.]

*Clerical Service.**First Subject :*

Writing from dictation, — eighteen to twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting.

*Second Subject :*

1. Write in figures the following number : —

Two million seventy thousand thirty-one.

Write in words the number expressed by the following figures : —

1,301,005.35

2. Add these
- across*
- , placing the totals in the space indicated ; then add the totals : —

						Totals.
13,801	11,615	22,916	54,321	82,365	12,976	
28,470	12,362	18,438	3,741	22,972	27,765	
12,973	67,431	34,965	12,674	32,905	24,392	
13,406	27,865	32,476	18,430	33,301	1,742	
21,967	12,054	21,273	27,468	12,116	32,622	

3. What is the sum of
- $\frac{7}{2}$
- ,
- $\frac{14}{6}$
- and
- $\frac{7}{3}$
- ?
- Give the work in full, using the lowest common denominator. Give the answer in mixed numbers.*

Divide  $\frac{26}{3}$  by  $\frac{2}{15}$ . *Give the work in full. Give the answer in mixed numbers.*

4. Multiply  $\frac{6}{12}$  by  $\frac{5}{8}$ , and change the result to a decimal. *Give the work in full.*  
From 327.002 subtract 238.5498. *Give the work in full.*
5. Multiply 7.2605 by .87. *Give the work in full.*  
Divide one hundred by three and one hundred and twenty-five thousandths. *Give the work in full.*
6. From Boston to New Haven the distance is 139.8 miles. An express train leaves the former city at 3 o'clock P.M., and arrives in New Haven at 58 minutes after 6 o'clock P.M. Allowing 13 minutes for stops, what is the average speed per hour when running? *Give the work in full.*
7. If 5 men can do a piece of work in 17 days, how many men will it require to do it in  $4\frac{1}{4}$  days? *Give the work in full.*
8. If the rent of a house worth \$3,500 is \$25 a month, what is the value, at the same rate, of a house that rents for \$137.50 a month? *Give the work in full.*
9. A brigade of 3,650 men lost 438 men in battle. What per cent. of the brigade remained? *Give the work in full.*
10. A piece of property was sold for \$82,500, which was  $37\frac{1}{2}$  per cent. more than it cost. What was the cost? *Give the work in full.*

*Third Subject:*

Write, in the space below, a letter, *covering not less than fifteen lines*, addressed to the mayor of the city, giving some account of the schools you have attended, the studies you have pursued, and your occupation or business since leaving school.

[This exercise is designed chiefly to test your skill in simple English composition, and your knowledge of the rules of punctuation. *Sign the letter with your number, not your name.*]

---

SCHEDULE A — CLASS 2.\*

[General Examination.]

*Clerical Service.*

*First Subject:*

Writing from dictation, — eighteen to twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting.

---

\* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

*Second Subject:*

1. Write in figures the following number : —

Three million six thousand fifteen.

Write in words the number expressed by the following figures : — 7,202,003.45

2. Add these *across*, placing the totals in the space indicated ; then add the totals : —

						Totals.
27,347	93,864	27,986	32,463	73,849	27,301	
16,895	42,863	8,375	119,842	17,397	82,653	
47,326	29,988	26,837	23,776	35,601	5,863	
62,801	75,542	66,352	19,240	4,327	54,397	
134,007	22,976	18,495	29,987	32,976	56,465	

3. What is the sum of  $1\frac{4}{5}$ ,  $2\frac{3}{7}$ ,  $\frac{3}{10}$  and  $5\frac{1}{5}$ ? *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.

A traveller walked  $18\frac{3}{8}$  miles the first day,  $2\frac{1}{2}$  miles more the second day than the first, and  $1\frac{1}{4}$  miles more the third day than the second ; how far did he walk in the three days? *Give the work in full.*

4. Multiply 78.23 by 1.25 ; divide the product by 250, and subtract the quotient from 2. *Give the work in full.*
5. What will it cost to cover a floor 18 feet square with carpet  $\frac{3}{4}$  yard wide, at \$1.37 $\frac{1}{2}$  per yard? *Give the work in full.*
6. If 237 is multiplied by a certain number, it is increased by 10,665. Find the multiplier. *Give the work in full.*
7. If it costs \$10.24 to carry 1,500 pounds 356 miles, what will it cost to carry 2,700 pounds 890 miles? *Give the work in full.*
8. If a family consumes  $2\frac{1}{2}$  barrels of flour in 63 days, how much flour will it consume in three years of 365 days each? *Give the work in full.*
9. At an election, 216, or 6 per cent., of the legal voters did not vote ; what was the whole number of legal voters? *Give the work in full.*
10. If a man sells a horse for \$220, he gains 10 per cent. ; what per cent. will he gain or lose if he sells it for 10 per cent. less than \$220? *Give the work in full.*

*Third Subject :*

1. Find the interest on \$920 for 7 months and 27 days, at the rate of 7 per cent. a year. *Give the work in full.*
2. Find the simple interest on \$830 for 5 years and 6 months, at  $4\frac{1}{2}$  per cent. per annum? *Give the work in full.*
3. What will \$765 amount to in 2 years and 9 months, at 6 per cent. per annum, compound interest? *Give the work in full.*
4. A sold B an invoice of goods amounting to \$1,750, and took a six months' note, dated February 4, for the amount, with interest added at the rate of 7 per cent. a year. What was the amount of the note? *Give the work in full.*
5. On the 3d of March A had the above note discounted at his bank, the rate being 6 per cent. a year. What were the proceeds? *Give the work in full.*

*Fourth Subject :*

Write, in the space below, a letter, *covering not less than fifteen lines*, addressed to the mayor of the city, giving some account of the schools you have attended, the studies you have pursued, and your occupation or business since leaving school.

[This exercise is designed chiefly to test your skill in simple English composition, and your knowledge of the rules of punctuation. *Sign the letter with your number, not your name.*]

---

SCHEDULE A — CLASS 3.

*Inspector: Water Department.*

*First Subject :*

State how long you have resided in this city, and what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

*Write not less than ten lines. Do not sign your name.*

[On this the applicant is marked for clearness, correctness of statement, and experience.]



*Second Subject :*

1. Write in figures the following number : —  
One hundred eleven thousand three hundred six.  
Write in words the numbers expressed by the following figures : — 49,852
2. Add the following column of figures : —
 

27,896
35,427
12,397
75,556
29,872
12,387
3. An army of 10,000 men lost 4,809 men in battle ; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth \$125 apiece must be given for a farm worth \$11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee, at  $28\frac{3}{8}$  cents a pound? *Give the work in full.*

*Third Subject :*

Copying a printed statement ; thus showing handwriting and accuracy in copying.

*Fourth Subject :*

Eight questions to test the applicant's knowledge of the city, its streets, location of buildings, etc.

Seven questions to test the applicant's knowledge of the water service, causes of waste, etc.

*Fifth Subject :*

Reading a water meter.

## SCHEDULE A — CLASS 3.

*Inspector : Health Department.*

First, second and third subjects the same as for Inspector of Water Department.

*Special Subject :*

Questions relating to the duties of Health Inspector ; contagious diseases ; fumigation and purification ; deodorants and disinfectants ; sanitary plumbing, etc.

## SCHEDULE B — CLASS 1.

*Prison Service.**First Subject :*

Writing down from memory the substance of matter orally communicated.

*Second Subject :*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms, your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. If you drink distilled or fermented liquors of any kind, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.
6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment?

*Third Subject :*

1. Write in figures the following numbers : —  
Two thousand seven hundred forty-two.  
Six hundred seventy dollars three cents.
2. Write in words the numbers expressed by the following figures : —  
3,742  
\$693.51
3. Add the following column of figures : —  
375  
2,146  
1,989  
2,432  
867  
1,233
4. From 27,321 subtract 18,465. *Give the work in full.*
5. Divide 1,554 by 42. *Give the work in full.*
6. Multiply 305 by 46. *Give the work in full.*
7. If a man works twenty-six days at two dollars and twenty-five cents per day, how much money will he earn? *Give the work in full.*

*Fourth Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 1.

The Applicant will fill out this portion of the blank.

Name,  
Date of birth,  
Occupation,  
Have you any disease now?  
What diseases have you had during the last seven years?  
Have you varicose veins or hernia?  
Have you ever had fits?  
Have you ever had any fracture or dislocation?  
Have you ever received any injury to the head or spine?  
Are you subject to piles?  
Have you been vaccinated?  
Have you ever had rheumatism?

*STATE THE EXACT weight, A; height, B; circumference of chest, C.	WEIGHT. A.	HEIGHT.		C.† At forced expiration, inches. On full inspiration, "
		B. Feet.	Inches.	
A. IS THE RESPIRING murmur clear and distinct over both lungs? B. Is the character of the respiration full, easy, and regular? C. Are there any indications of disease of the organs of respiration or their appendages?	A.  B. C.			
A. IS THE CHARACTER of the heart's action uniform, free, and steady? B. Are its sounds and rhythm regular and normal? C. Are there any indications of disease of this organ or of the blood vessels?	A.  B. C.			
A. IS THE SIGHT GOOD? B. Is the hearing good?	A. B.			
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?				
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state? B. Has the brain or spinal cord ever been diseased?	A. B.			
IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.				
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?				

DOES THE APPLICANT display any evidence of having or having had syphilis?†	
HABITS, use of stimulants and tobacco.	
HAS THE APPLICANT any peculiarities in his walk or general carriage or of facial expression or marks, which would make him an object of remark?	

\* The examiners are called upon to pay special attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference, at least, of two inches at forced expiration and on full inspiration. All examinations of the chest should be made on the bare body, and not through the clothing.

‡ Syphilitic taint in the applicant must always be regarded as good cause of rejection.

\*\* Obesity must be regarded as a good cause for rejection.

† Minimum circumference of the chest tolerable in applicants.

HEIGHT.		CIRCUMFERENCE OF CHEST.
Feet.	Inches.	Inches.
5	8	34
5	9	34½
5	10	35
5	11	35½
6	—	36
6	1	36½
6	2	37
6	3	37½
6	4	38

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment in the subjoined table:\*\*

HEIGHT.		MIN. WEIGHT.
Feet.	Inches.	Pounds.
5	8	140
5	9	145
5	10	150
5	11	155
6	—	160
6	1	165
6	2	170
6	3	175
6	4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds, and the direction from which they come.

### Remarks.

I, \_\_\_\_\_, hereby declare that I have returned true answers to the inquiries of \_\_\_\_\_ touching my personal and family health, history, habits, and antecedents; and that I am the person described in the foregoing record of examination.

### Certificate of Examining Surgeon.

I hereby certify that I have this day carefully and thoroughly examined, in accordance with the foregoing instructions, \_\_\_\_\_, and find that he is \_\_\_\_\_ sound in limb and body, is \_\_\_\_\_ able-bodied, \_\_\_\_\_ of a robust constitution, has \_\_\_\_\_ good eyesight and \_\_\_\_\_ good hearing, and, in my opinion, is \_\_\_\_\_ physically qualified to sustain the labors and exposures, and perform the duties of a prison officer; and that the above is a truthful record of the examination.

*Medical Examiner.*

## SCHEDULE B — CLASS 2.

*Fire Department of Boston.*

*For Admission to the Force as Call-man or Permanent Substitute.*

*First Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject :*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the fire department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offense against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?



If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned, or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many, and in what kind of work.

In your opinion, what particular qualities should a good fireman possess?

*Third Subject :*

1. Write in figures the following number :—

Fifteen thousand one hundred ten.

Write in words the number expressed by the following figures :—

12,101

2. Add the following column of figures :—

18,465

32,101

25,976

14,385

25,989

17,877

3. If a man should buy a lot of land for \$21,987, and sell it for \$23,125, how much would he gain by the transaction?

*Give the work in full.*

4. If \$4,130 be divided equally among 28 men, how much will each man receive? *Give the work in full.*

5. How much will 43 horses cost, if the price of each horse is \$175.50? *Give the work in full.*

6. What will 28 pounds of beef cost, at  $18\frac{3}{4}$  cents a pound? *Give the work in full.*

*\* Fourth Subject :*

Questions relating to the duties of a fireman, as prescribed by the Board of Fire Commissioners.

---

\* Each applicant for the fire service of Boston is furnished, at the time of filing his application, with a small book containing some of the most important rules and regulations found in the fire manual. He is also informed that he must study them carefully, and be prepared to answer questions relating to them.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 2.

I, [write your full name] , hereby declare that the answers to the following inquiries touching my personal and family health, history, habits, and antecedents, are true, to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

- What is your occupation?
- Do you use tobacco? If so, in what manner, and how much do you use in a week?
- Do you drink intoxicating liquors? If so, how frequently?
- Have you any disease now?
- What diseases have you had during the last seven years?
- Do you know of any hereditary disease in your family?
- If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
- Have you ever had fits?
- Have you ever had any fracture or dislocation?
- Have you ever received any injury to the head or spine?
- Are you subject to piles?
- Have you been vaccinated?
- Have you ever had rheumatism?

*Certificate of Examining Surgeon.*

A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.
B. Is the character of the respiration full, easy, and regular?	B.
C. Are there any indications of disease of the organs of respiration or their appendages?	C.
A. IS THE CHARACTER of the heart's action uniform, free, and steady?	A.
B. Are its sounds and rhythm regular and normal?	B.
C. Are there any indications of disease of this organ or of the blood vessels?	C.
A. IS THE SIGHT GOOD?	A.
B. Is the hearing good?	B.
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?	
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.
B. Has the brain or spinal cord ever been diseased?	B.





## SCHEDULE B — CLASS 3.

*Police of Cities other than Boston.**First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned, or been asked to resign.

Have you ever had the handling of men either in public office or private employment? If so, state how many and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

*Third Subject:*

1. Write in figures the following number : —  
 Thirty thousand three hundred forty-six.  
 Write in words the numbers expressed by the following figures : — 31,756
2. Add the following column of figures : — 14,328  
 3,709  
 14,257  
 18,601  
 2,782  
 11,907
3. If a railway train runs at the rate of 46 miles an hour, how far will it run in 27 hours? *Give the work in full.*
4. If a man buys a piece of land for \$17,810, and sells it for \$16,987, how much does he lose by the transaction? *Give the work in full.*
5. A man paid \$4,025 for 23 horses; how many dollars did he pay for each horse? *Give the work in full.*
6. How much will 18 pounds of beef cost, at  $18\frac{1}{2}$  cents a pound? *Give the work in full.*

*Fourth Subject:*

City Information: Ten questions in relation to the locations of public buildings, railway stations, etc.; the principal streets, large manufacturing interests, and other matters tending to show the applicant's knowledge of the city in which he lives.



## PHYSICAL EXAMINATION.

## SCHEDULE B—CLASS 3.

- Name, \_\_\_\_\_ Age, \_\_\_\_\_
- Residence, \_\_\_\_\_
- Circumference of chest after forced expiration,
- \* Circumference of chest after full inspiration,
- Is the respiratory murmur clear and distinct?
- Is there any indication of disease of the organs of respiration?
- Is the action of the heart regular?
- State the quality of the respiration,
- State the quality of the pulse,
- † Is the sight good?
- † Is the hearing good?
- Has the applicant hernia or varicose veins?
- Has the applicant ever been vaccinated?
- Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?
- Has the applicant piles or *fistula in ano*?
- Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?
- ‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment. §		Minimum circumference of the chest allowed.	
HEIGHT.		HEIGHT.	
Feet. Inches.	MIN. WEIGHT. Pounds.	Feet. Inches.	CHEST. Inches.
5     8	140	5     8	34
5     9	145	5     9	34½
5     10	150	5     10	35
5     11	155	5     11	35½
6     —	160	6     —	36
6     1	165	6     1	36½
6     2	170	6     2	37
6     3	175	6     3	37½

REMARKS.

\* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

I hereby certify that I have this day examined \_\_\_\_\_, and find that he is, by actual test, \_\_\_\_\_ feet \_\_\_\_\_ inches in height, in ordinary dress, and weighs \_\_\_\_\_ pounds, and that he is \_\_\_\_\_ of a robust constitution, and, in my opinion, is \_\_\_\_\_ physically qualified to perform the duties of a policeman in the city of \_\_\_\_\_.

*City Physician.*

18 .

FORM APPROVED :

ALFRED F. HOLT, *Surgeon-General.*

---

### SCHEDULE B — CLASS 3.

#### *Inspection Force of District Police.*

##### *First Subject :*

1. Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. State, also, if you have had any experience in architectural designing, drawing building plans, the construction of buildings, sanitary plumbing, or in the use or care of machinery. *Sign the letter with your number, not your name.*

[On this the applicant is marked for letter-writing and experience.]

##### *Second Subject :*

1. Write in figures the following number : —  
Thirteen million three thousand forty.  
Write in words the number expressed by the following figures : — 15,305,201
2. Add the following column of figures : —
 

31,053
275,026
34,965
82,347
21,273
63,407
38,703
18,207
41,392
311,274

3. Add together  $\frac{1}{8}$ ,  $3\frac{5}{8}$ ,  $\frac{3}{5}$ . *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.  
Multiply  $21\frac{3}{5}$  by  $13\frac{1}{3}$ . *Give the work in full*.
4. Add together 116.12, 91.7 and .693; multiply the sum by 2, and subtract 17.026 from the product. *Give the work in full*.
5. How many square yards are there in a plot of ground  $390 \times 150$  feet? *Give the work in full*.
6. How many cubic yards will there be in a room 93 feet long, 45 feet 4 inches wide, and 15 feet 3 inches high? *Give the work in full*.

*Third Subject :*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Fourth Subject :*

Thirty-one questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fires, employment of women and children.

## PHYSICAL EXAMINATION.

## SCHEDULE B—CLASS 3.

- Name, \_\_\_\_\_ Age, \_\_\_\_\_
- Residence, \_\_\_\_\_
- Circumference of chest after forced expiration,
- \* Circumference of chest after full inspiration,
- Is the respiratory murmur clear and distinct?
- Is there any indication of disease of the organs of respiration?
- Is the action of the heart regular?
- State the quality of the respiration,
- State the quality of the pulse,
- † Is the sight good?
- † Is the hearing good?
- Has the applicant hernia or varicose veins?
- Has the applicant ever been vaccinated?
- Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?
- Has the applicant piles or *fistula in ano*?
- Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?
- ‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment. §			Minimum circumference of the chest allowed.		REMARKS.
HEIGHT. Feet. Inches.	MIN. WEIGHT. Pounds.		HEIGHT. Feet. Inches.	CHEST. Inches.	
5	8	140	5	8	34
5	9	145	5	9	34½
5	10	150	5	10	35
5	11	155	5	11	35½
6	—	160	6	—	36
6	1	165	6	1	36½
6	2	170	6	2	37
6	3	175	6	3	37½

\* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

I hereby certify that I have this day examined  
and find that he is, by actual test,      feet      inches in height, in  
ordinary dress, and weighs      pounds, and that he is      of a  
robust constitution, and, in my opinion, is      physically quali-  
fied to perform the duties of a policeman in the city of      .

*Medical Examiner.*

18 .

FORM APPROVED:

ALFRED F. HOLT, *Surgeon-General.*

---

### SCHEDULE B — CLASS 4.

#### *Police Force of Boston.*

#### *First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

#### *Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind?

If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you have served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many, and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

*Third Subject:*

1. Write in figures the following number: —  
One hundred five thousand seven hundred three.  
Write in words the number expressed by the following figures: — 27,013
2. Add the following column of figures: —  
24,387  
19,986  
12,241  
72,978  
23,300  
19,781
3. An army of 14,225 men lost 1,987 men in battle; how many men were left? *Give the work in full.*
4. How much will 87 barrels of sugar weigh, if each barrel weighs 235 pounds? *Give the work in full.*
5. How many horses worth \$185 apiece must be given for a farm worth \$14,060? *Give the work in full.*
5. What will be the cost of 80 pounds of coffee at  $28\frac{3}{4}$  cents a pound? *Give the work in full.*

*\* Fourth Subject:*

Questions relating to the duties of a policeman, as prescribed by the Board of Police.

---

\* Each applicant for the police service of Boston is furnished, at the time of filing his application, with a small book containing some of the most important rules and regulations found in the police manual. He is also informed that he must study them carefully, and be prepared to answer questions relating to them.



## PHYSICAL EXAMINATION.

## SCHEDULE B—CLASS 4.

I, [write your full name] , hereby declare that the answers to the following inquiries touching my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.	What is your occupation?	
	Do you use tobacco?	If so, in what manner, and how much do you use in a week?
	Do you drink intoxicating liquors?	If so, how frequently?
	Have you any disease now?	
	What diseases have you had during the last seven years?	
	Do you know of any hereditary disease in your family?	
	If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?	
	Have you ever had fits?	
	Have you ever had any fracture or dislocation?	
	Have you ever received any injury to the head or spine?	
	Are you subject to piles?	
	Have you been vaccinated?	
	Have you ever had rheumatism?	

*Certificate of Examining Surgeon.*

A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.
B. Is the character of the respiration full, easy, and regular?	B.
C. Are there any indications of disease of the organs of respiration or their appendages?	C.
A. IS THE CHARACTER of the heart's action uniform, free, and steady?	A.
B. Are its sounds and rhythm regular and normal?	B.
C. Are there any indications of disease of this organ or of the blood vessels?	C.
A. IS THE SIGHT GOOD?	A.
B. Is the applicant color blind?	B.
C. Is the hearing good?	C.
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?	
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.
B. Has the brain or spinal cord ever been diseased?	B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
HAS THE APPLICANT varicose veins or hernia?	
DOES THE APPLICANT display any evidence of having or having had syphilis?	

NOTE. — Syphilitic taint or obesity must be regarded as good cause for rejection.

*Remarks.*

I hereby certify that I have this day carefully and thoroughly examined the above-named \_\_\_\_\_, and find that he is \_\_\_\_\_ sound in limb and body, is \_\_\_\_\_ able-bodied, \_\_\_\_\_ of robust constitution, has \_\_\_\_\_ good eyesight and \_\_\_\_\_ good hearing, and, in my opinion, is \_\_\_\_\_ physically qualified to sustain the labors and exposures, and perform the duties of a policeman in the city of Boston, and that the above is a truthful record of the examination.

*City Physician.*

18 .

FORM APPROVED:

ALFRED F. HOLT, *Surgeon-General.*

*Applicant for Policeman.*

	Measure- ment.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . { A.		5		
	{ B.	4		
	{ C.	2		
Girth, chest, . { A.		1		
	{ B.	2		
Girth, chest full, { C.		1		
	{ D.	2		
Depth of chest, { A.		1		
	{ B.	2		
	{ C.	3		
Depth of abdo- men, . . . { A.		5		
	{ B.	4		
	{ C.	1		
Girth, R. thigh, . .		1		
Girth, L. thigh, . .		1		
Girth, R. calf, . .		1		
Girth, L. calf, . .		1		
Girth, R. upper arm, .		1		
Girth, L. upper arm, .		1		
Girth, R. forearm, .		1		
Girth, L. forearm, .		1		
Muscular condition, .		9		

	Strength Tests.	Per Cent.	Weight.	Product.
Capacity of lungs, . . . .			3	
Strength of lungs, . . . .			2	
Strength of back, . . . .			3	
Strength of legs, . . . .			4	
Strength of upper arm, H. P. . . .			5	
Strength of forearm, R. L. . . .			3	
Pectorals, . . . .			1	
Traction pull, . . . .			3	
Dumb bells, . . . .			3	
Abdominal muscles, . . . .			3	
Adductors, . . . .			1	
			31	
Development, . . . .				
Strength, . . . .				

	Per Cent.	Weight.	Product.
Development, . . . .		1	
Strength, . . . .		2	
		3	
General physical condition, . . . .			

*Remarks.*

I hereby certify that I have this                      day of                      , 18                      , carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

*Physical Examiner.*

## SCHEDULE B — CLASS 5.

*Draw-tender of Bridges.**First Subject:*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever served as draw-tender or assistant draw-tender?

If so, when and where?

Can you pull and manage a row-boat?

Can you swim?

Can you run a stationary engine?

Can you furnish a certificate that you can do so?

[On these statements the applicant is marked for experience only.]

*Second Subject:*

1. Write in figures the following number: —

One thousand five hundred and sixty-three dollars and fourteen cents.

2. Write in words the number expressed by the following figures: —

14,368

3. Add the following column of figures: —

1,792

3,467

1,823

3,119

427

2,236

4. From 21,315 subtract 19,678. *Give the work in full.*

5. Divide 4,968 by 23. *Give the work in full.*

6. Multiply 726 by 54. *Give the work in full.*

*Third Subject:*

Twelve questions relating to the duties which draw-tenders are called upon to perform.

## SCHEDULE B — CLASS 6.

*Foreman of Laborers.**First Subject:*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

*Second Subject:*

1. Write in figures the following number:—

One thousand five hundred sixty-three.

Write in words the number expressed by the following figures:—

12,207

2. Add the following column of figures:—

876

1,427

3,764

998

2,507

3. Suppose you have under you 36 men at \$1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day? *Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for \$37.84? *Give the work in full.*

*Third Subject:*

Foreman in the water department.

Questions on trench work, pipe-laying, measurements and materials.

*Third Subject:*

Foreman in the sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

*Third Subject :*

Foreman in the department of streets, parks, cemeteries, common and squares.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

*Fourth Subject :*

Foremen in all the departments except the health department.

Questions on ledge work, and the care and use of explosives.

*Fifth Subject :*

Foremen in the department of streets, parks, cemeteries, common and squares.

Questions on drainage.

SCHEDULE B — CLASS 6.

*Foreman of Laborers, in Cities other than Boston.*

*First Subject :*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you a knowledge of ledge work?

[On these statements the applicant is marked for experience only.]

*Second Subject :*

Arithmetic : Five questions in the use of whole numbers, including addition, subtraction, multiplication and division.

*Third Subject :*

Twelve or more questions on the special work which the foreman may be called upon to do : road building, curb setting, trench work, etc.



## SCHEDULE B — CLASS 6.

*Sub-Foreman of Laborers.**First Subject :*

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

*Second Subject :*

1. Write in figures the following number : —

One hundred sixty-three dollars and twelve cents.

2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*

3. If you have \$45 and pay out \$27 for rent and other expenses, how much will you have left? *Give the work in full.*

4. If a cubic yard of stone costs 88 cents, how many yards can be bought for \$39.60? *Give the work in full.*

5. What wages, at \$1.75 per day, would be due a laborer, he having worked an entire week of six days, except one-half day? *Give the work in full.*

*Third Subject :*

Eight questions relating to general work : the use of tools, reading grade-stakes, tallying, etc.

*Fourth Subject :* (Not obligatory.)

Eight questions on ledge work : the tools used, care and use of explosives, etc.

## SCHEDULE B — CLASS 8.

*Engineers, Janitors and Persons having Charge of Steam Boilers and Furnaces in the School Buildings in the City of Boston.*

*First Subject :*

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you wish to be examined in steam engineering or steam heating?

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Do you ever drink distilled or fermented liquors of any kind?  
If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject :*

Arithmetic : Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

*Third Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Fourth Subject :*

Fifteen questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Applicants for appointment to positions as engineers are required to pass an examination in the handling and care of engines.]

[Applicants for appointment to positions as janitors of school buildings where steam heat is used are required to pass an examination in the handling and care of steam-heating apparatus.]

## SPECIAL INSTRUCTIONS TO EXAMINERS.

---

The gentlemen designated as members of a Board of Civil Service Examiners will meet, as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be thought needful.

The commissioners will also send notices for insertion in local newspapers (as a matter of news), informing all who may be interested that application papers can be obtained of the secretary of the Board.

Each person receiving an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be advised to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

At each meeting of the Board the applications which have been received since the previous meeting should be carefully examined by the members, or a majority of them, and, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record book, prepared for the purpose, in the order of their numbers.

The Board will reject any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations, to an examination; and it must be returned to him with a brief state-

ment of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When, in the opinion of a majority of the Board, the three certificates as to character are not considered sufficient, by reason of the signers thereof not being reputable persons, the application paper shall be returned to the applicant, who shall be requested to furnish additional certificates.

When, in the opinion of the Board, enough applicants have been registered to form a sufficient class, or when, for any other reason, it is thought desirable to hold an examination, the secretary will notify the Civil Service Commissioners, and suggest a convenient time for such examination.

On receipt of authority from the commissioners, the secretary of the Board will send notice of such examination, to each applicant.

Attention is called to Rule XVII., which gives precedence in notification, under certain circumstances, to those who served in the army or navy in time of war.

Applicants for positions in the service of the Commonwealth, whose residences may be in or near the city where such examination is to be held, may be notified by the commissioners to present themselves for examination before the Board of that city. The examination papers of such applicants will not, however, be marked by that Board, but must be forwarded to the Civil Service Commissioners, at Boston, immediately after the close of the examination.

Examination blanks will be sent to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the morning of the examination day, and great care should be taken that they be kept in a secure place until that time.

The room in which an examination is to be held should be properly ventilated, and warmed, if necessary, and furnished with enough desks or tables, and chairs, to accommodate all the applicants, so that each one may have sufficient room in which to do his work.

Each desk or table should be supplied with a sufficient quantity of stationery, so that each applicant can have a penholder, two pens, ink, a pencil, a half sheet of foolscap paper and a small piece of blotting-paper.



It is desirable that these preliminaries be attended to the night preceding the examination.

In assigning seats, care should be taken to divide the applicants into classes, corresponding to the branches of service they seek to enter.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination. No person who fails to produce such a notice can be allowed to take part in the examination.

The package of examination papers will then be opened, and each applicant will be given a declaration paper upon which are printed questions concerning his name, age, former occupation, service in the army or navy in time of war, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be called upon to affix his signature to a paper. After thus completing the declaration paper, he will fold and enclose it in the numbered envelope which will be given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

After the envelopes have been collected, it will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation, all the applicants will work at the same time. In succeeding exercises they may consult their own convenience as to rapidity, and any one may be furnished with a new set of questions as soon as he has completed, or gone as far as he can, with the preceding set, and has delivered it to one of the Board.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding set of questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

At all times when an examination is in progress, one of the Board must be present.



Order and decorum should be preserved in the examination room, and visitors can be admitted only by invitation of one of the Board. No visitors shall be allowed to inspect the questions or answers, or procure for publication anything relating to them or the work of any applicant.

To obtain the best possible results, applicants, whose natural nervousness is increased during examination, should be made to feel as much at ease as possible. To do this will require great discretion on the part of members of the Board; and nothing will defeat this object so quickly as the knowledge, on the part of applicants, that they are observed, or that their work is being scrutinized, by those not officially in charge.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so will be dismissed from the examination room. The same penalty will be enforced if one applicant attempts to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the Commissioners the day after the examination.

As soon after the examination as practicable, the Board will meet for the purpose of estimating and marking the results.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, stating the grade which he attained, as shown by the marking, and whether or not he is entitled to be recorded on the eligible list.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner, or one of the commissioners, will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of a board, for stationery, postage and actual travel, will be allowed by the commissioners.

Whenever it appears to the Board of Examiners that the position to be filled requires special qualifications, and that the regular course of examination for that branch of the service would not meet the case, they will notify the commissioners of the facts, and ask for instructions as to the special course to be pursued. Where the advice or assistance of experts is necessary, the Board will so inform the commissioners, and suggest the names of suitable persons who would be willing to aid them.

HENRY SHERWIN,  
*Chief Examiner.*

## FORMS FOR APPOINTING OFFICERS.

---

[The following forms are furnished for the information and convenience of officers making appointments to positions in the classified service of the Commonwealth and the cities thereof. They are furnished merely by way of suggestion, and not as forms prescribed by law to be strictly followed.]

---

### Form for Nomination, by a Mayor, of Police Officers—Probationary Term.

I hereby nominate, subject to the approval and confirmation of the Board of Aldermen, \_\_\_\_\_, to be a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process, to hold said office for a probationary period of six months, as provided in the civil service rules of the Commonwealth, unless sooner discharged.

---

### Form for Nomination, by a Mayor, of Police Officers—After Probationary Term.

\_\_\_\_\_, having served as a police officer for a probationary period of six months, and his conduct and capacity having been found satisfactory, I hereby nominate, subject to the approval of the Board of Aldermen, said \_\_\_\_\_, to be a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process.\*

---

### Form of Warrant for Police Officer appointed for Probationary Term.

This is to certify that \_\_\_\_\_ has been appointed a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process, said appointment being made under the civil service rules of the Commonwealth for a probationary term of six months, beginning on the \_\_\_\_\_ day of \_\_\_\_\_ A. D. 18 \_\_\_\_.

---

\* In cities where the ordinances provide that appointment shall be made for a limited time, it would be well to add, "to hold office for the term and according to the tenure prescribed by the laws and ordinances."

**Form of Warrant for Police Officers appointed after Probationary Term.**

This is to certify that \_\_\_\_\_, having served a probationary period of six months, as required by the civil service rules of the Commonwealth, has been appointed a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process.\*

---

**Form of Notice to Persons, other than Police Officers, appointed for a Probationary Term.**

This is to inform you that, under the provisions of the civil service rules, \_\_\_\_\_ ha selected you for appointment to the position of \_\_\_\_\_ in the \_\_\_\_\_ for a probationary term of six months from the date when you begin service. Should your conduct and efficiency during such probationary term prove satisfactory, you will, at its close, receive a regular appointment, otherwise your appointment will cease. The salary attached to such position is at the rate of \$ \_\_\_\_\_.

This conditional appointment does not preclude prompt discharge from service at any time during such probationary term, in case of misconduct or inefficiency.

A prompt reply is requested, stating whether this appointment is accepted, and giving the earliest date when you can present yourself for service.

---

**Notice to Persons, other than Police Officers, appointed after Probationary Term.**

Your conduct and capacity, during the probationary term of six months, having been found satisfactory, you are hereby promoted [state the term if it is limited; if not limited, insert "without term"] as a \_\_\_\_\_ in the \_\_\_\_\_ department [or office] at a \_\_\_\_\_ salary of \$ \_\_\_\_\_, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, A. D. 18 \_\_\_\_\_.

---

**Notice to Persons whose Conduct or Capacity has not proved Satisfactory during the Probationary Term.**

I have to inform you that your conduct [or capacity] during your employment in \_\_\_\_\_ department as \_\_\_\_\_, for a probationary term of six months, has not been found satisfactory, and that, in accordance with the terms of your original appointment, as prescribed in the civil service rules of the Commonwealth, your employment in said department will cease on the \_\_\_\_\_ day of \_\_\_\_\_, A. D. 18 \_\_\_\_\_.

---

\* See note to second form.

---

---

# INDEX.

---

---





# INDEX.

---

## A.

	Page
Act, Civil Service . . . . .	39
violations of provisions of . . . . .	44
Age of persons examined . . . . .	6, 17
increase of . . . . .	91
limit of . . . . .	52, 53
of applicants for positions in Schedule B . . . . .	53
of call substitutes applying for examination . . . . .	53
Alderman, recommendation of . . . . .	40, 55
Alien women . . . . .	91
Analysts . . . . .	95
Applicants, complaints to be made in writing . . . . .	77, 84
character of . . . . .	52
eligible one year . . . . .	58, 83
may be required to furnish additional certificates of character . . . . .	52
may be given certificate of standing . . . . .	58
may inspect their examination papers . . . . .	77
must obtain 65 per cent. . . . .	57
must prove good character . . . . .	52
must present themselves promptly for examination . . . . .	78
qualifications of . . . . .	51
residence and citizenship . . . . .	51, 52
when excluded from examination . . . . .	55, 85
when entitled to a hearing . . . . .	52
Application . . . . .	43, 47, 54, 100
date of reception . . . . .	56
defective applications returned . . . . .	55
false statements in . . . . .	55, 85
form of . . . . .	54, 100, 105
may be made at any time . . . . .	54
must be on blank form . . . . .	55
must be supported by certificates of good character, etc. . . . .	55
must be under oath . . . . .	43, 47
must prove good character . . . . .	52
new application after six months . . . . .	56
not received from any vender of intoxicating liquor, or person habitually using intoxicating beverages to excess, or any person convicted of any offence against the laws within the year . . . . .	40, 52

	Page
Application — <i>Concluded.</i>	
not received from same person for more than one schedule or	
class . . . . .	55
of veterans . . . . .	54-105
papers must remain on file . . . . .	85
statements contained in . . . . .	43
when defective will be returned . . . . .	55
where filed . . . . .	54, 55
where special qualifications are required may be made by non-	
residents . . . . .	52
Appointing officers cannot receive or consider recommendations	
made by senators and others except as to character and	
residence of applicants . . . . .	40, 55
forms for . . . . .	145
may summon applicants before them . . . . .	61
must return papers . . . . .	61
must select from those certified . . . . .	60
request for further certification of person . . . . .	59, 92
to be furnished with the examination papers of persons	
certified . . . . .	61
to report temporary appointment . . . . .	44, 63, 88
to send notice of selection, rejection, transfer, promotion,	
etc. . . . .	44, 62, 88
Appointments . . . . .	16, 17
after dismissal . . . . .	62, 92
after previous service . . . . .	62, 92
can be made only in accordance with rules . . . . .	60
in cases of emergency . . . . .	62, 93
must be reported . . . . .	44, 62, 88
no person shall be appointed permanently without requisition . . . . .	60
number of men . . . . .	5, 6
number of veterans . . . . .	5, 17
number of women . . . . .	6
permanent . . . . .	61
probationary . . . . .	61
provisional . . . . .	61, 63
responsibility for . . . . .	49
shall not be affected or influenced by political or religious opin-	
ions or affiliations . . . . .	56
tabulated statements . . . . .	18-25
temporary service . . . . .	62
temporary without examination for not more than thirty days . . . . .	62, 93
to be reported . . . . .	44, 62, 88
to be made from names certified . . . . .	60
under veteran exemption law . . . . .	45
veteran preference in . . . . .	42, 48, 60
when less number made than requisition calls for . . . . .	84, 88
Assessments for political purposes . . . . .	40
Assistant assessors . . . . .	95
Assistant marshals . . . . .	91
Assistant superintendent of Lyman School . . . . .	95

## B.

	Page
Boards of examiners . . . . .	44, 49, 77, 97
names . . . . .	97
private citizens may be designated . . . . .	91
regulations for . . . . .	77
special instructions . . . . .	140
Bonded officers . . . . .	42, 91
Boston police promotion . . . . .	63, 84
Boys . . . . .	86, 95

## C.

Cambridge labor service . . . . .	7, 35
Certificates, persons examined may have, of marking . . . . .	58
Certification . . . . .	59, 83
additional names . . . . .	60
by reason of proficiency in any special subject . . . . .	59
confined to three highest . . . . .	59
disqualified for . . . . .	84
in police promotion . . . . .	84
method of . . . . .	83
more than three times . . . . .	59, 92
names of veterans to be indicated . . . . .	59
of three most eligible persons . . . . .	59
of persons of one sex . . . . .	60
soldier exemption law . . . . .	45
soldier preference . . . . .	42, 48
three times . . . . .	59
to fill more than one vacancy . . . . .	83
upon non-competitive examination . . . . .	61
under exemption law . . . . .	59
where special qualifications are required . . . . .	61, 84
Character of applicants . . . . .	52, 85
burden of proof as to . . . . .	52
certificates of . . . . .	52
when found bad . . . . .	52, 85
Chemists . . . . .	95
Chief superintendents . . . . .	91
Chief examiner, appointment and duties of . . . . .	43, 76
salary of . . . . .	47
Chiefs of police . . . . .	91
City marshal of Worcester . . . . .	92
City physician to make physical examinations . . . . .	57, 78
Citizens, applicants must be . . . . .	51, 52
Civil Service Act . . . . .	39
exempting veterans . . . . .	45
Classified service, list of officers and positions in . . . . .	67
Classification of service . . . . .	8, 50
rulings . . . . .	90

	Page
Clerical assistance, commissioners may apply to the proper authorities . . . . .	50
Clerks, promotion of . . . . .	94
Commissioners, cannot advise as to vacancies, etc. . . . .	85
how appointed . . . . .	39
may appoint chief examiner and secretary . . . . .	43
names and addresses . . . . .	97
salary of . . . . .	39
shall keep records of all proceedings . . . . .	44
term of service . . . . .	39
to be provided with an office . . . . .	44
to designate time and place for examinations . . . . .	57
to prepare rules . . . . .	39
to report to General Court . . . . .	40
to supervise and administer the rules . . . . .	40, 90
Compensation of examiners . . . . .	78
Complaints may be made to commissioners . . . . .	77, 84
Conduct, criminal or infamous . . . . .	52, 85
Confirmation . . . . .	90
Contributions for political purposes . . . . .	40, 41
Conviction of offence against the laws within the year . . . . .	40, 46, 90
Councilman, recommendation of . . . . .	40, 55

## D.

Deaths to be reported . . . . .	44, 62
Deputy chiefs of police . . . . .	91
Deputy marshals . . . . .	91
Disqualifications . . . . .	52, 84, 87
Discharges to be reported to the commissioners . . . . .	44, 62
of laborers for cause . . . . .	89
responsibility for . . . . .	49
Dismissal, appointment after . . . . .	92
Dismissals to be reported . . . . .	44, 62
Dissolute habits of applicants . . . . .	52, 85
District police . . . . .	53
age . . . . .	53
height . . . . .	53
Draw-tenders and assistant draw-tenders . . . . .	51, 134
examination for . . . . .	51, 134

## E.

Education of persons examined and passed . . . . .	5, 17
Elections, office-holders forbidden to use their official authority . . . . .	41
Elective officers, exemption . . . . .	42, 90
Eligibles may be continued on list . . . . .	58, 83
persons may remain one year on eligible list . . . . .	58, 83
priority of date no advantage . . . . .	83

	Page
Eligibles — <i>Concluded.</i>	
prison service, names may be placed on other list . . . . .	83
register of . . . . .	58, 83
Schedule A, Class 2, may be placed also in Class 1 . . . . .	83
when may be removed from list . . . . .	52
Emergency, definition of . . . . .	62, 93
appointments must be reported . . . . .	63
temporary appointments . . . . .	62, 93
Employment of laborers, special regulations . . . . .	86
Engineers of school buildings in Boston . . . . .	8, 48, 51, 61
Examiner, physical . . . . .	79, 99
Examiners, boards of . . . . .	44, 49, 77, 97
compensation of . . . . .	78
duties of . . . . .	77
may be private citizens . . . . .	91
names of . . . . .	97
regulations for . . . . .	77
special instructions . . . . .	140
who become applicants must vacate office . . . . .	78
Examinations . . . . .	9, 15
appointing officer to be furnished with papers of persons certified . . . . .	61
applicants must obtain 65 per cent. . . . .	57
applicants must present themselves promptly . . . . .	78
commissioners may apply for temporary quarters . . . . .	50
competitive . . . . .	5, 15, 78
exclusion from, on account of bad character, etc. . . . .	52, 85
how conducted . . . . .	78
in other cities than Boston . . . . .	15
in technical or special subjects . . . . .	57, 84
marking in . . . . .	57, 80, 82, 91
no complaint of unfairness in . . . . .	6
no new examination while remaining on eligible list . . . . .	58
no questions as to political or religious opinions . . . . .	42, 56
non-competitive . . . . .	5, 15, 26, 63, 79
notice to appear for . . . . .	56
number of . . . . .	5, 15
of persons not classified . . . . .	66
on technical or special subjects . . . . .	57, 84
papers to be furnished to appointing officers . . . . .	61
papers must remain on file . . . . .	85
physical . . . . .	57, 58, 78
Schedule A, Class 2, applicants must obtain 65 per cent. in each of first three subjects . . . . .	57
shall be practical and impartial . . . . .	56
special . . . . .	57, 80
special non-competitive. . . . .	57, 79
specimens of papers . . . . .	109-139
subjects of . . . . .	9, 57
tabulated statements . . . . .	18, 25
time and place for, to be designated by commissioners . . . . .	57
to test physical condition . . . . .	57, 78

	Page
Examinations — <i>Concluded.</i>	
to be practical . . . . .	56
veterans notified first . . . . .	56
when and where held . . . . .	57
Executive council, confirmation by . . . . .	42
Exemption of veterans from examination . . . . .	45, 54, 58
Experts designated to assist at examinations . . . . .	49
in bureau of statistics of labor . . . . .	94

## F.

False statements in application papers . . . . .	55, 85
Fire department of Boston . . . . .	53, 79, 94
applicants measured in bare feet and weighed naked . . . . .	91
age, height, weight . . . . .	9, 53
age of call substitutes . . . . .	53
call force . . . . .	53
call men certified on educational standing . . . . .	79
call substitutes . . . . .	53, 94
length of residence . . . . .	9, 51, 52
minimum of height and weight raised . . . . .	9
permanent substitutes . . . . .	53
promotion . . . . .	94
weight given in physical examination . . . . .	79
Foremen and sub-foremen of laborers . . . . .	51
examination for . . . . .	136
Forms for appointing officers . . . . .	145

## G.

General average standing, must obtain 65 per cent. . . . .	57
General regulations . . . . .	76
Grading . . . . .	58, 80

## H.

Health, when ill health or physical disability may disqualify . . . . .	84
Height of applicants for positions in Schedule B . . . . .	53

## I.

Indexer of Public Statutes . . . . .	95
In time of war, ruling upon construction . . . . .	90
Inspectors . . . . .	51
Instructions to examiners . . . . .	140

## J.

Janitors of school buildings in Boston included in classified service . . . . .	8, 48, 51, 61
Judicial officers; exemption . . . . .	42



## L.

	Page
Laborers and mechanics . . . . .	6, 28, 64, 75, 86
employed as boys . . . . .	86, 95
employed patrolling parks . . . . .	96
Cambridge . . . . .	7, 35
city must appropriate a sufficient sum . . . . .	64
classes . . . . .	75
commissioners to frame regulations . . . . .	65
discharged for cause . . . . .	7, 28, 88, 89
how long retain right to register . . . . .	86
method of registration . . . . .	87
must produce certificates as to character and capacity . . . . .	65, 86
must be citizens and residents six months . . . . .	52
number of requisitions for . . . . .	7, 28
number registered, certified and appointed . . . . .	7, 28
number of veterans registered and appointed . . . . .	7, 29
number on rolls Dec. 1, 1889 . . . . .	7
promotion of . . . . .	94
registration, selection, etc. . . . .	7, 65, 86
registration and certification . . . . .	7
removed from list . . . . .	7
requisitions for . . . . .	87
selection from certified list . . . . .	65
selection in cases of emergency . . . . .	66, 93
special regulations . . . . .	86
table of comparisons . . . . .	33
tabulated statement . . . . .	28-32
when discharged for incompetence, etc. . . . .	89
when failed to respond after notification . . . . .	88
Legislation, suggestions of . . . . .	11
Liquor, no application received from a person habitually using to	
excess . . . . .	40, 52
city shall not pay for . . . . .	41
use of . . . . .	40, 52
venders of . . . . .	40, 52
Local ordinances and regulations . . . . .	93
Lyman School, assistant superintendent . . . . .	95

## M.

Marking and grading . . . . .	57, 80-82, 91
Marshals of police . . . . .	91
Mechanics and laborers . . . . .	6, 28, 64, 75, 86
Moral qualifications . . . . .	52

## N.

New application, when can be filed . . . . .	56
New examination, not allowed during eligibility . . . . .	58
Non-competitive examinations . . . . .	5, 15, 26, 63, 79

	Page
Non-residents, when may be examined . . . . .	52
Notice of selection, appointing officer to send . . . . .	44, 62, 88
Number of persons examined in 1889 . . . . .	5, 16
Number of persons passed in 1889 . . . . .	5, 16
Number of persons appointed in 1889 . . . . .	5, 16
Number of persons examined, passed and appointed during last five years . . . . .	6

## O.

Offices not classified . . . . .	66
not included in rules, applicants may be examined for . . . . .	66
to which rules apply . . . . .	67
Officers, bonded . . . . .	42, 91
Office-holders forbidden to use their official authority and influence in certain cases . . . . .	41
Official authority, corrupt use of . . . . .	41
Osborn, Francis A., declined reappointment . . . . .	5
Overseers of the Poor of Boston, treasurer . . . . .	95
Overseers of the Poor, visitor and secretary . . . . .	95

## P.

Park grounds, laborers employed patrolling . . . . .	96
Penalty for violation of rules . . . . .	44
Permanent appointments after probation . . . . .	61
Physical examinations, commissioners will provide for . . . . .	57, 58
by whom made . . . . .	57, 58, 78, 79
blanks approved by surgeon-general . . . . .	57
blanks . . . . .	116, 120, 122, 131, 133
condition shall not fall below 65 per cent. . . . .	79
defect, physical . . . . .	84
for State Prison and Massachusetts Reformatory applicants . . . . .	79
how marked . . . . .	79
incapacity, physical . . . . .	84
Physical examiner . . . . .	79, 99
Police of Boston, age, height, weight . . . . .	53
promotion . . . . .	63
Police of other cities, age, height, weight . . . . .	53
special police . . . . .	51
to include all doing police duty, permanently or temporarily . . . . .	51
weight given in physical examination . . . . .	79
Politics not to be revealed in examinations . . . . .	42, 56
Preference, veteran . . . . .	42, 48, 60, 90
Prison service, names of eligibles may be placed on other list . . . . .	83
when physical examination required . . . . .	79
Probation . . . . .	42, 61
original appointments . . . . .	61
record of probationer to be kept . . . . .	61

	Page
Promotion . . . . .	63, 94
Boston police force . . . . .	63
clerks . . . . .	94
fire department . . . . .	94
in classes other than Boston police . . . . .	64, 94
increase of pay . . . . .	94
laborers . . . . .	94
probationary period not required . . . . .	94
to be reported to commissioners . . . . .	44, 62
veteran preference . . . . .	42, 48, 60, 90
Provisional appointment . . . . .	61, 63
Public Statutes, indexer of . . . . .	95

Q.

Qualifications, moral . . . . .	52, 85
---------------------------------	--------

R.

Reappointment . . . . .	62, 92
to same office without examination . . . . .	62
Recommendations from senators and others, except as to character and residence, cannot be received or considered by appointing officers . . . . .	40, 55
Reduction in rank . . . . .	49
Refreshments, wines, liquors, cigars, etc. . . . .	41
Register of eligibles . . . . .	58, 83, 87
Registration of laborers, special regulations . . . . .	86
Regulations, commissioners to issue . . . . .	49
laborers . . . . .	86
Religious belief not to be revealed in examinations . . . . .	42, 56
Removals, responsibility for . . . . .	49
to be reported to commissioners . . . . .	44, 62
Report of secretary and chief examiner . . . . .	15
Reports, appointing officer to report appointments, transfers, etc. . . . .	44, 62
appointing officer to report every temporary appointment . . . . .	63
to be made to appointing officer of character, service, etc., of probationers . . . . .	61
Representative, recommendation of . . . . .	40, 55
Request by appointing officer, for further certification of person . . . . .	59, 92
Requisition to be made . . . . .	58
for names of veterans . . . . .	59
for laborers . . . . .	87
how filled . . . . .	87
when unable to fill . . . . .	88
Residents, applicants must be citizens and residents . . . . .	51, 52
Resignation, appointment after . . . . .	62, 92
must be reported . . . . .	44, 62, 88
Rules, given general or limited application . . . . .	42, 90
may be altered or rescinded . . . . .	40

Rules — *Concluded.*

may be applied to certain cities and certain classes of "public	
officers . . . . .	90
penalty for violation of . . . . .	44
prepared by commissioners and approved by Governor and	
Council . . . . .	39
publication of . . . . .	46
revision of . . . . .	10
shall be published and printed for distribution . . . . .	43, 46
Rulings . . . . .	90
Russell, Chas. Theo., Jr., elected chairman . . . . .	5

## S.

Schedule A . . . . .	50
Schedule A, Class 2, required percentum . . . . .	57
Schedule B . . . . .	51
Schedule B, Class 5, draw-tenders and assistant draw-tenders in	
Boston . . . . .	51
Schedule B, Class 6, foremen and sub-foremen of laborers in Boston	51
School committee, appointments by . . . . .	42, 48
School janitors in Boston . . . . .	48, 51, 61
Secretary, appointment and duties of . . . . .	44, 76
report of . . . . .	15
salary of . . . . .	45
Secretary of Overseers of the Poor . . . . .	95
Selection, method of . . . . .	60, 61, 84
to be made from names certified . . . . .	60, 61
Senator, recommendation of . . . . .	40, 55
Soldiers' exemption . . . . .	45, 54
preference . . . . .	42, 48, 60
physical disability . . . . .	60
Special examinations . . . . .	57, 80
Special police . . . . .	51, 60
eligible list . . . . .	93
Special qualifications . . . . .	61, 80
Special regulations, laborers . . . . .	86
Special subject, certification by reason of proficiency in . . . . .	59
Statements, false . . . . .	55, 85
Strength tests . . . . .	79
blanks . . . . .	122, 133
Subscriptions for political purposes . . . . .	40
Suggestions of legislation . . . . .	11
Superintendent of pier . . . . .	95
Substitute officials . . . . .	60
Supernumerary officials . . . . .	60
Superintendent of police . . . . .	91
Surgeon-general to approve blanks for physical certificates . . . . .	57
Suspensions . . . . .	84

## T.

	Page
Teachers exempted . . . . .	42
Technical subjects, examination in . . . . .	57, 84
Temporary service, appointment for . . . . .	62, 92
provisional appointment for . . . . .	63
Transfers . . . . .	63, 93
for temporary service . . . . .	93
in prison service . . . . .	93
notice to be sent . . . . .	44, 62, 88
of policemen . . . . .	63
Treasurer of Overseers of the Poor of Boston . . . . .	95

## V.

Vacancies, method of filling . . . . .	58, 83
no advice as to . . . . .	85
Venders of intoxicating liquors cannot apply . . . . .	40, 52
Veterans exempt from examination . . . . .	45, 54, 58
application . . . . .	45, 54, 105
clause 1 of Rule XXIX. not to apply to . . . . .	59
certification of . . . . .	59
labor service, number registered and employed . . . . .	7, 29
meaning of word veteran . . . . .	54
names indicated in certification . . . . .	59
number appointed without examination . . . . .	5, 16
number examined, passed and appointed . . . . .	17
physical disability . . . . .	60
precedence in notification for examination . . . . .	56
preference in appointments . . . . .	42, 48, 60, 90
preference in promotions . . . . .	42
registered at all times as laborers . . . . .	86
requisitions for . . . . .	59
service under General Custer . . . . .	90
Violations of civil service law and rules . . . . .	44
Visitor or secretary of Overseers of the Poor . . . . .	95
Vouchers of character . . . . .	86

## W.

War, in time of . . . . .	90
Watchmen . . . . .	51, 95
Wilbur, Edward P., qualified . . . . .	5
Wines, liquors, etc., city shall not pay for . . . . .	41
Women, alien . . . . .	91
Worcester, city marshal . . . . .	92

